Worksheet for Planning an Early Literacy Event

Things to consider: Time of day to hold event, transportation needs, child care needs, staffing, library card applications, library materials to check-out at event.

Name of event or activity:

__________________________________________________________

Date: _________________________________

Time: _________________________________

Location: _____________________________________________________________

Who to involve:                                        Role:

________________________________________________________________________

Meal/Refreshments:

________________________________________________________________________

Possible sponsors/sources for food:

________________________________________________________________________

Event Activities:

________________________________________________________________________

Library card applications:

________________________________________________________________________