Prep Timeline –
SAMMIE Teen Programming Kits

☐ Initial Planning
  o Select a programming date well in advance of your kit’s arrival. Allow a minimum of two weeks for the kit to arrive as it may be some time before you’re able to check it out!
  o If applicable, check with the Plum Creek Library System or the Pioneerland Library System to see where you are in line for the kit.
  o Coordinate with any outside contributors (general public/local businesses/etc.).
  o Select a venue.
  o Think about your possible food/drink needs.
  o Determine if you think registration is necessary and work with the library staff to coordinate how this will be done.

☐ You’re next!
  o Plan on your kit taking approximately two weeks minimum to travel from its current location to your library.
  o Finalize your program’s timeline.
  o Take plenty of time to go through the materials in the box.
    • Test electronics to make sure they’re working.
    • Check games to make sure all the pieces and instructions are included.
    • If any are missing let SAMMIE know!

☐ Three Weeks in Advance:
  o Download the SAMMIE pre-prepared promotional materials off of our website or create your own.
  o Put up promotional material.
    • Posters in your library/notice on your website/table tents in your teen area/a write-up on your blog, etc.
    • Note if your program will be noisy and where that’ll be taking place. This gives your patrons warning to avoid this time if they wish to.
  o If permission slips are needed, start to make these available.
Two Weeks in Advance:
- Depending upon your local newspapers publishing cycle (weekly/daily/etc.) send in your press release using the sample one created for you on the SAMMIE website or your library’s standard.
- Circulation Desk:
  - Have the librarians working the Circulation desk mention the program to teens that are checking items out. Provide them with quarter-sheet handouts with the program information to place in the books with the library slip.

One Week in Advance:
- Continue promotional efforts.
- Finalize registration numbers if applicable.

Day of:
- Allow yourself plenty of set-up time.
- Have fun!

Just after:
- Make sure that all the materials from the kit are returned to the kit.
- Clean up.
- Congratulate yourself for a job well done!

Day after:
- Complete the evaluation form online at SAMMIE’s website.
- Add your name to the “I’d Like to Share My Experience” list if you’d like.
- Chronicle your experience with the program in the Programming Journal.
- Double-check that everything’s back in the kit and return it!