STOP!

Do this first!

- ☐ Check the inventory of the box(es) against the checklist to make sure you have all of the necessary pieces.
- ☐ Read the prep timeline to make sure you allot yourself enough time for this.
- ☐ Read through the programming journal to see what others have done before you (i.e. what worked, what didn't, what challenges they faced).
- ☐ Check the "I'd Like to Share My Experience" list included in the binder to see if your peers would be willing to be contacted about how they used the kit.
- ☐ Read through any included user manuals/instructions so you understand the equipment.
- ☐ Check the equipment, if any, to make sure it works properly.
- ☐ Take a look on our website for promotional materials including posters, flyers, press releases or permission slips, etc.
- ☐ Contact SAMMIE (info@sammie.org) if you have any questions or concerns.

DONE?

Do this now!

- ☐ Check the inventory of the box(es) against the checklist to make sure you're returning all the items.
- ☐ Write in the programming journal about your experience with the kit and your program overall. Make recommendations for future users!
- ☐ Contact SAMMIE if you've discovered a kit is running low on disposable items (pencils) or is missing items (board game pieces).
- ☐ Fill out the online evaluation form after your program so we can determine how the kit is being used.
- ☐ Leave feedback about the kits on the in the SAMMIE forum if you wish.
- ☐ Tell your fellow librarians about these kits!