Community Scanning Event Planning Checking (Queens Memory)

<u>3-4 Months before Event</u>
- ☐ Reach out to librarians to determine interest and location availability
- ☐ Site visit to discuss event with librarians (and Friends of the Library group)
- ☐ Identify historic photos of neighborhood for promotional materials
- ☐ Enter event information into LAMPS (before magazine publication deadline)
- ☐ Add event information to CIT blog

<u>Month of the Event</u>
- ☐ Make promotional slideshow (for library) & historic slideshow (for tablet)
- ☐ Reach out to relevant community groups with information about the event
- ☐ Confirm that promotional material has been received by library
- ☐ Distribute promotional materials to project partners
- ☐ Order reprints of brochures (when needed)

<u>Week of the Event</u>
- ☐ Borrow additional tablet from ITD
- ☐ Load digital content (historic photographs and oral histories) onto tablets
- ☐ Charge tablets and camera batteries
- ☐ Print additional outreach materials (when necessary)
    - ☐ Consent forms
    - ☐ Submission forms
    - ☐ Feedback forms
    - ☐ Upcoming events flyer
    - ☐ "What's on my thumb drive" flyer
- ☐ Confirm that all equipment is packed
- ☐ Arrange transportation of equipment to location through shipping department
- ☐ Notify librarians about arrival of equipment
- ☐ Create staffing plan for event
- ☐ Confirm location and time with event staff
- ☐ Confirm event timing and needs with library staff
- ☐ Confirm event location, timing and needs with any project partners

<u>Post-Event</u>
- ☐ Arrange for return shipping of equipment
- ☐ Email thank you note to library staff and project partners
- ☐ Complete event assessment form
- ☐ Transfer files from hard drive to DAMS
- ☐ Create cropped access files
- ☐ Add names of new donors to tracking spreadsheet
- ☐ Hand off consent forms to be entered into Access database
- ☐ Enter any participant feedback received into spreadsheet
- ☐ Email feedback forms to participants (when appropriate)
- ☐ Transfer and rename event photos to appropriate drives
- ☐ Catalog files in Collective Access
- ☐ Review records in Collective Access and set to "Public"
- ☐ Notify donors when records are live (when appropriate)
- ☐ File completed intake and consent forms with Natalie
- ☐ Write blog post about event (when appropriate)