

“Wyoming Reads 2011”

Timeline

October 2010

- 1) Select Venue (and inclement weather alternatives)
- 2) Confirm date(s)
- 3) Designate a single point of contact and notify John Jorgensen
- 4) Contact School Partners (consider private and home schoolers, too)
 - a. Arrange printing of labels
 - b. Assemble list of schools, teachers, and students
 - c. Reserve buses for transporting students to-and-from venue
- 5) Contact Rotarians (or other service clubs) regarding interest

November 2010

- 1) Begin identifying Civic Support (Commission, Town Councils, Service groups)
- 2) Begin to identify financial support for local “extras” and “special aspects”
- 3) Check online (<http://www.natronacountylibrary.org/wyreads.html>) for Newsletters and other advice.

December 2010

Need a commitment to participate in Wyoming Reads for 2011. How many elementary schools will be participating? Please notify John Jorgensen by Friday, 10 December 2010.

Wyoming State Library orders sample sets and arranges for delivery to participating schools.

January 2011

Receive set of six (6) sample books.

Work with Schools to

- a. Please provide a list of participating schools, teachers, and students (by teacher); teachers work with students to make each student’s book selection. Download order forms from the website.
- b. Send completed book orders to John Jorgensen no later than Friday, 11 February 2011.
- c. Arrange lunches
- d. Who will print the blank bookplates and distribution bag identification tags?
- e. Continue to identify financial support for local “extras” and “special aspects”

Check online (<http://www.natronacountylibrary.org/wyreads.html>) for Newsletters and other advice.

February 2011

- 1) Begin identifying Celebrity Readers; How many will be needed?
- 2) Arrange equipment to show "The Good Queen Sue" video
- 3) Library Cards – Print all materials and assemble packets going to each 1st grade teacher with card applications, letters, etc. For planning purposes, it takes about 8 Boy Scouts working together for 4 hours to assemble 850 packets.
- 4) Check online (<http://www.natronacountylibrary.org/wyreads.html>) for Newsletters and other advice.

March 2011

- 1) Develop other items to put in book bags (e.g., local tickets, gift certificates, summer reading program information)
- 2) Check online (<http://www.natronacountylibrary.org/wyreads.html>) for Newsletters and other advice.
- 3) Develop draft press releases (samples of previous events available)
- 4) Library Cards – Distribute packets to teachers; teachers send application envelopes home with students; envelopes are returned to the teacher who then forwards to the public librarian. Library card sample milestones provided below:

Sample Library Milestones

- February - School provides lists of 1st grade students by class
- NCPL Develops Letters to Parents
- Feb-Mar - Print & Assemble Packets (approx 25 Volunteer Hours)
- ___ March - BSA Troop (or other volunteers) stuff envelopes
- ___ March - 1st Grade Teachers are provided "Heads-up"
- Late March - Distribute library card packets to schools (Parents sign & student returns application to teacher)
- Mid- April - Teachers mail completed application forms to NCPL
- Mid- April - Receive all packets at the library
- Mid- April - Process the applications & assemble packets for each student
- ___ May - Complete processing all new applications
- ___ May - Prepare distribution bags for each 1st grader
- 17 May - Wyoming Reads Day -- Celebrate Literacy!!

April 2011

- 1) Send invitations/reminders to celebrity readers
- 2) Identify group guides (typically 3 groups, with 2 guides per group)
- 3) Library Cards – Librarians prepared library cards; prepared packets that will be added to book bags on “stuffing day”.
- 4) Late April – “Bag Stuffing Day” – Bookplates are added to books and all materials placed in bags; bags have student’s name, teacher and school on a label; completed bags for each classroom are kept together in a box
- 5) Double check arrangements for buses, street closures (as appropriate)

May 2011

- 1) Release press releases 1-2 weeks in advance
- 2) Double-check all aspects of the event; make last-minute corrections/changes.
- 3) On the big day... **Tuesday, 17 May 2011**
 - a. Set up session areas (video, lunch, reading areas, for example).
 - b. Organize balloons, greeters, orientation for guests (if applicable)
 - c. Double check everything: Have books arrived? Have lunches arrived? Etc, etc
 - d. Enjoy Wyoming Reads!
- 4) Students send “thank you” notes (as appropriate)

Late May – June 2011

- 1) Send “thank you” notes to all participants and supporters
- 2) Please send copies of local news articles to John Jorgensen
- 3) Develop “lessons learned” and forward copies to John

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<http://www.natronacountylibrary.org/wyreads.html>