

### Book Celebration Event Checklist

| Initial Tasks   | Person Responsible | Completed ✓ |
|---|--------------------|-------------|
| Select Event Date   |                    |             |
| Develop Event Planning Schedule (e.g. planning meetings, tasks timeline, etc.)  |                    |             |
| Select Event Location (on-site or other venue)  |                    |             |
| Recruit & Onboard Volunteers  |                    |             |
| Order Student Books (order books a minimum of 2-3 weeks before your event to allow enough time for shipping/processing) |                    |             |

| Prior to the Book Celebration Event   | Person Responsible | Completed ✓ |
|---|--------------------|-------------|
| Assign Volunteer Responsibilities   |                    |             |
| Identify a Theme, if desired  |                    |             |
| Create Event Day Schedule   |                    |             |
| Prepare Motivational Activities<br>(visit <a href="http://RIF.org/literacy-central">RIF.org/literacy-central</a> for ideas) |                    |             |
| Create and Implement Publicity Plan   |                    |             |
| Invite Community Members (parents, administrators, reading role models, etc.)   |                    |             |
| Encourage Parent Involvement (Use RIF's templated parent take home letter)  |                    |             |
| Distribute and Collect Photo Release Form from all Participating Children/Families  |                    |             |
| Prepare Event Signage and Materials   |                    |             |
| Gather Any Necessary Supplies (tape, glue, construction paper, bookmarks, handouts, etc.)                                   |                    |             |

| <b>Day of the Book Celebration Event</b>          | <b>Person Responsible</b> | <b>Completed ✓</b> |
|---|---------------------------|--------------------|
| Check-in Volunteers                               |                           |                    |
| Set Up Event Space                                |                           |                    |
| Set Up Event Books                                |                           |                    |
| Set Up Event Motivational Activities              |                           |                    |
| Support Book Selection for Participating Children |                           |                    |
| Complete Motivational Activities                  |                           |                    |
| Take Photos                                       |                           |                    |
| Promote the Excitement of Reading!                |                           |                    |

| <b>Following the Book Celebration Event</b>  | <b>Person Responsible</b> | <b>Completed ✓</b> |
|--|---------------------------|--------------------|
| Collect and Send Thank You Notes to Funders, Volunteers, etc.  |                           |                    |
| Send Approved Photos to RIF<br>(literacynetwork@rif.org)   |                           |                    |
| Complete Online Activity Reporting (you will need to be logged into you account at RIF.org/literacy-network) |                           |                    |
| Send RIF Survey link to Parents and participating Teachers   |                           |                    |
| Complete Online Activity Reporting (you will need to be logged into you account at RIF.org/literacy-network) |                           |                    |