

PSLA Legislator@Your Library

#4 Event Planner-Librarian Confirmation Checklist

1. School district has granted permission for the Legislative Visit
2. Confirm the date and time of the visit
3. An official invitation has been faxed/mailed on school letterhead to the legislator
4. Discuss the media selection that the EP has researched and content of press releases
5. Assist in the Planning.....see below

Planning the Event

1. Email the invitation (Sample District Invite Email) to district and parent reps.
2. Confirm the following have been done
 - a. Invitations emailed _____ (Keep a list of emails for all invited in case you need to cancel at the last minute.)
 - i. School board members
 - ii. Library committee (if there is one)
 - iii. Administrators (building principal and superintendent and other district office personnel as appropriate.
 - iv. President of PTA or a rep.
 - b. School announcements and newsletters _____
 - c. Assign and discuss duties of students/teachers/parents in greeting, parts of activities, photographs, etc., as needed. Librarian may choose students to give tours or demonstrations _____
 - d. In-house – talk to cafeteria or FCS classes to provide snacks and coffee.
 - e. In-house make library look attractive (some ideas here) _____
 - f. Morning announcement as visit gets closer _____
3. Notify the front office of the time of the visit (in writing) to assure accuracy for further publication and announcements.
4. Contact media outlets with date and event info. Ask if they would like a written press release or will send someone to cover/photograph/video the event. Follow through with request.