

### 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 (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 (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)		