• Make lists….

• What am I going to need to accomplish this?
• Who can I rely on to help?
• When do I want to plan it for? Are there any complications with dates? (weather, other holidays, school programs going on, etc.)
• Where am I going to get funding?
  • Do I need a permit?
• Who am I going to invite?
• How do I cap the number?
• How am I going to notify people?
GET PERMISSION!!

• Once you have a plan, approach your principal
• Make sure you have your whole plan mapped out for them to see
• Be prepared for changes to be made to the plan
• Don't give up!
WHERE TO BEGIN?

• Come up with an idea…
(Pinterest and other librarians are a great place to begin)

• Winter Wonderland
• Frozen Read-A-Long/Sing-A-Long
• Teddy Bear Picnic
• Pre Pre-K Read Alouds
• Bingo for Books
• Review the plan with others to see any gaps
• Find people who will help you before AND during
• DELEGATE! As much as we want to, remember to let others help because we can't do it all on our own
COMMUNICATING WITH PARENTS

- Talk about it with everyone who will listen
  - Talk to the teachers
  - Talk to the students
  - Talk to the parents
- Send home letters, flyers, etc.
- Make posters (or better yet, have students make posters) and hang them all over the school
- Hang posters on door where parents enter
THINGS TO CONSIDER

• Where are you going to get the money to have the literacy celebration?
• Do you want to give something away to each student or a door prize as a thank you for coming?
• Are you going to provide food? Drinks?
• How are you going to thank the teachers/parents for volunteering?
• Do I need permission to take pictures of students, staff, and volunteers?
• Food allergies (have something in place in case a student has a food allergy)
Winter Wonderland Plan List 2014

1. Who is attending? Pre-K through 3rd grade classes
   2. Dates? December 18-20
   3. Time: Every 45 minutes

4. Who is going to help? Parent volunteers, students for local high school, literacy coach, teachers
PREPARATION

- Schedules for volunteers, high school students, and classes
  - Letters to staff
- Letters to parents requesting volunteers
- Letters to parents about pajamas and food being served (for allergies)
- GET EVERYTHING APPROVED!
WHAT DO WE NEED?

1. Bells (over 1100)
2. 30 copies of The Polar Express
3. Hot cocoa
4. Cookies
5. Napkins, cups, spoons
6. Table cloths
7. Decorated library
8. 1 copy of the Polar Express Movie
9. A craft for students to do: ELF EAR HATS
   • Construction paper cut outs
     • Glue
     • Crayons
THE DAY OF...

- Don’t freak out! (I know, easier said than done!)
  - Allow others to help
- Ask your volunteers to arrive early so you can go over where everyone will be stationed and what needs to be done
- Take lots of pictures and get quotes from parents and students to advertise afterwards
- Realize that not everything will be perfect, but no one will know unless you tell them

EVERYTHING IS GOING TO BE OK
• Assess what went well
• Assess what could have gone better to make adjustments for the next time
• Advertise to let others know how great the event was so the next time more people will want to come
• Thank your volunteers publically (PD, Weekly Announcements, email to the entire staff, thank you cards, thank you card over the time clock, etc.)
• Start planning your next one