Structure:
- Select a theme (nonfiction, poetry, author, graphic novels, biographies, NYC Reads 365)
- Write up a detailed agenda with times (Sample)
  - Meet and Greet/Serve Food: 2:30-2:40
  - Separate Parents and Kids: 2:40-3:05 (This is an important because it allows you or another teacher to teach parents reading tips without the students being bored and distracted. You can also use this time to highlight new resources in the library, new books, etc. Kids can have story-time in another room/section with you or another teacher/volunteer. If you can’t separate the groups, please use the Storytime as an opportunity to model reading strategies: asking questions, vocabulary, text features, images, etc.).
  - Art/Literacy Activity (Group is together): 3:05-3:25
  - Book Giveaway and/or library checkout: 3:25-3:45
- Seek out volunteers! They can help to distribute food, handouts, organize the families, support art/literacy activities, control traffic flow, and if teachers, can help students select books to take home/checkout from library.
- Partner with another organization to come in and present: The public library, another community based organization, etc.
- Pre-register parents so you know how many to expect. Plan for more.
- Print copies of agenda and handouts. You may want to give out folders for easier access to materials.
- Try and have bags available for families to put books in they take home/checkout from the library.
- If students are presenting, make certain they rehearse beforehand and present content on the selected theme

Promotion:
- Print flyers and put up in the school
- Make event part of school announcements
- Post event in your library and on the school and library website
- Have a blurb about the event in the school newsletter
- Inform teachers and the school administration about the event
- Post to the school calendar
- Put up flyers around the community (in stores, community health centers, bodegas, laundry mats, etc.)
- Post on the school board (if available) outside or on screen/electronic announcements

During the session:
- Speak loudly
- Stick to the agenda closely; do not have dead time
- Organize the space to accommodate the event
- Set-up and test all technology beforehand
- Direct volunteers on how to manage family movement and handouts