

Planner's Checklist

Every Child Ready to Read @ your library®

Full Day Workshop

Please arrange for me to be able to start setting up at the training location one hour before starting time. Thank you.

Equipment

Laptop with powerpoint (I can bring mine.)
LCD Projector
VCR player with monitor
Wireless lavalier microphone if more than 40 participants or if room is large
Extension cords if needed
Podium
Flipchart, flipchart paper, markers
Library tables: 2 at the front

Room Arrangement:

As mentioned under equipment: Library tables: 2 at the front
For participants: prefer participants sitting at tables of 6-8. If not enough room then chairs in audience style

Supplies and Handouts to be Copied

Nametags

Folder for each participant includes:

[First seven bulleted items in right-hand pocket; remaining items in left-hand pocket; in order from front to back.]

- Powerpoint presentation in notetaking format (provided by email) (stapled, two-sided)
- Early Literacy Research Noted (two-sided ok, stapled)
- Materials Mentioned list (on colored paper)
- Rethinking the Brain/Synaptic Density
- Right from Birth Vocabulary graph
- Talker Script Excerpt
- Parent Guide brochure (two-sided, legal paper, color or b&w)
- Dialogic Reading bookmark (two sided, cut in half, color or b&w)
- Words, Words, Words
- Language of Literacy
- Letter Sounds for Letter Day Activities
- Say It Fast/Say It Slow Pictures (color or b&w)
- Characteristics of Books and Book Sharing for Each Skill (two-sided ok, stapled)
- Website Notes
- Early Literacy bibliography (Parents and Educator parts at least) (two-sided ok, stapled)
- Evaluation (on colored paper) two-sided ok

Copy and hold out separately for me to hand out at the appropriate time:

- Practicing the Scripts (two-sided ok)

(cont. next page)

Books Needed (Please collect one copy each. If not available, let me know.)

Note: There are more books mentioned on the "Materials Mentioned" handout. You do NOT need to collect all those items, just the ones listed below.

Alphabet House by Nancy Wallace
Chicka Chicka Boom Boom by Bill Martin, Jr.
Chugga Chugga Choo Choo by Kevin Lewis
Cows in the Kitchen by June Crebbin
Did You Say Pears? by Arlene Alda
Eensy Weensy Spider by Mary Ann Hoberman
Exactly the Opposite by Tana Hoban
Frogs by Gail Gibbons (non-fiction)
Llama, Llama Red Pajama by Anna Dewdney
Mr. Gumpy's Outing by John Burningham
On Mother's Lap by Ann Scott
Turtle Splash: Countdown at the Pond by Cathryn Falwell

Preventing Reading Difficulties in Young Children by National Research Council
Reading Right From the Start: What Parents Can Do in the First Five Years by
Toni Bickart
Starting Out Right: A Guide to Promoting Children's Reading Success by
National Research Council
*Straight Talk About Reading: How Parents Can Make a Difference During the
Early Years* by Susan Hall and Louisa Moats