

Planner's Checklist
Every Child Ready to Read @ your library®
Half 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 my own)
LCD projector
DVD or 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, 1 for sign in, plus if you need for refreshments

Room Arrangement:

As mentioned under equipment: Library tables: 2 at the front
For participants: at tables or audience style

Supplies and Handouts to be Copied

Nametags

Folder for each participant includes:

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

1. Powerpoint presentation in notetaking format (provided by email) (stapled, two-sided)
2. Early Literacy Research Noted (two-sided ok, stapled)
3. Materials Mentioned list (on colored paper)
4. Rethinking the Brain/Synaptic Density
5. Parent Guide brochure (two-sided, legal paper, color or b&w)
6. Dialogic Reading bookmark (print in color on white paper or in b&w on colored paper)
7. Talker Script Excerpt
8. Website Notes
9. Evaluation (on colored paper)

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

Llama, Llama, Red Pajama by Anna Dewdney

Frogs by Gail Gibbons (non-fiction)

Chicka Chicka Boom Boom by Bill Martin, Jr.

Alphabet House by Nancy Wallace