

Planner Checklist

The Fun and Facts of Early Literacy--Option 2

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

Assignment: *Please inform participants ahead of time of the following assignment:*

Bring with you the following: 1. A written out storytime plan for any age newborn to age five (can be handwritten); 2. The items for that storytime. Note: NO ONE will be put on the spot to do your storytime to the whole group.

If you do not do storytimes, please bring one picture book you could use with newborn to five year olds and one rhyme for young children.

Equipment

LCD Projector (I will bring laptop)

Microphone (wireless lavelier preferred) if more than 40 participants or if room is large

Flipchart, paper and markers

Extension cords if needed

Podium

Library tables: 2 tables at the front, 2 chairs

Room Arrangement:

Up front: 2 library tables and 2 chairs

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:

[Bullets #1-7 should be in the right pocket of the folder, front to back.

Remaining items should be in the left pocket of the folder, front to back.]

1. Powerpoint presentation in notetaking format (provided by email, two-sided ok, stapled)
2. Materials Mentioned list (on colored paper)
3. Words, Words, Words
4. Three Little Pigs origami house
5. Make a Talking Puppet
6. *Blue Sea* Take-Home Handout (one-sided, stapled)
7. *Something From Nothing* Pattern
8. Parent Guide brochure (two-sided, legal paper, color OR b&w)
9. Characteristics of Books and Book Sharing for Each Skill (two-sided ok, stapled)
10. What Can I Say? From Skill to Parent/Caregiver (two-sided ok, stapled)
11. What Will I Say? (colored paper, two-sided ok)
12. English Language Learner Storytimes
13. Parent Letter
14. Sample Activity Cards
15. Storytime Observation Checklists (these 3 stapled together, single-sided copies)
 - a. Early Talker
 - b. Talker
 - c. Pre-Reader
16. Website Notes (prefer color, two-sided ok)
17. Curious George Activity Sheet (two-sided, in color or in b&w on colored paper, cut in thirds, one bookmark each)
18. Evaluation [optional, or your own] (on colored paper, 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.

Grumpy Gloria by Anna Dewdney

Hush! A Thai Lullaby by Minfong Ho

Mouse Shapes by Ellen Walsh

My Friend Rabbit by Eric Rohmann

Never Smile at a Monkey by Steve Jenkins

Road Builders by B.G. Hennessy

Sail Away Little Boat by Janet Buell

Splendid Friend, Indeed by Suzanne Bloom

Ten Naughty Little Monkeys by Suzanne Williams

This Truck by Paul Collicutt

Turn-Around Upside-Down Alphabet Book by Lisa Ernst

Early Literacy Storytimes @ your library: Partnering with Caregivers for Success by Saroj Ghoting and Pamela Martin-Diaz