

## **Queens Memory Event Planning Checklist - Community Scanning Event**

### 3-4 Months before Event

- Discuss event with colleagues and other interested parties (volunteers, Friends of the Library group, community organizations)
- Identify historic photos of neighborhood for promotional materials
- Enter event information into LAMPS (before magazine publication deadline)
- Add event information to program tracking spreadsheet on DAMS drive

### Month of the Event

- Make promotional slideshow (for library) & historic slideshow (for tablet)
- Reach out to relevant community groups with information about the event
- Confirm that promotional material has been received by library
- Distribute promotional materials to project partners
- Order reprints of brochures (when needed)

### Week of the Event

- Load digital content (historic photographs and oral histories) onto tablets
- Charge tablets and camera batteries
- Print additional outreach materials (when necessary)
  - Consent forms [English & any additional languages]
  - Submission forms
  - Feedback forms
  - Upcoming events flyer
  - "What's on my thumb drive" flyer
- Confirm that all equipment is packed
- Arrange transportation of equipment to location through shipping department
- Notify librarians about arrival of equipment
- Create staffing plan for event
- Confirm location and time with event staff
- Confirm event timing and needs with library staff
- Confirm event location, timing and needs with any project partners

### Post-Event

- Arrange for return shipping of equipment
- Email thank you note to library staff and project partners

- Complete event assessment form
- Transfer files from hard drive to DAMS
- Create cropped access files
- Add names of new donors to tracking spreadsheet
- Hand off consent forms to be entered into Access database
- Enter any participant feedback received into spreadsheet
- Email feedback forms to participants (when appropriate)
- Transfer and rename event photos to appropriate drives
- Catalog files in Vital
- Notify donors when records are live (when appropriate)
- File completed intake and consent forms
- Upload event photo to Queens Memory website event listing
- Enter event photos into appropriate folder