

## Outreach Checklist

### Before

Contact made  
Permission granted (confirm by letter)  
Outdoor vs. indoor  
Set up time  
Clean up time  
Expected number of attendees  
Staff / volunteers assigned  
Notes:

### Public Relations

Handouts/flyers  
Brochure  
Map  
Calendars  
Library card applications  
Notes:

### Physical Layout

Tables  
Chairs  
Shade  
Tablecloth  
Signs  
Masking tape and duct tape  
String or hooks  
Rocks/weights for papers  
Scissors  
Clipboard  
Pens and pencils  
Markers and scratch paper  
Notes:

### Giveaways

Make or take craft for kids (all materials included)  
Prizes/incentives  
Notes:

### People

Water/food  
Hat/sunglasses  
Sun block  
Chapstick  
Comfortable shoes  
Special needs?  
Notes:

### Emergencies

Emergency cash  
Cell phone and emergency contact numbers (a hub)