

Bilingual Storytime Checklist

Prepare in Advance

- Plan theme *optional*
- Get books
- Prepare fingerplays/songs/rhymes
- Plan order
- Storytime handouts for adults
- Prepare stamp/sticker/reward
- Prepare craft
- Snacks
- Raffle
- Give-aways
- Get books for display
- Prepare attention-getters
 - Puppets
 - Stuffed animal/doll/toy
 - Musical instruments
 - Tell & Draw Story
 - Cut & Tell Story
 - Flannelboard
 - Big books
 - Pop-up books

Storytime Set-up

- Move furniture/set-up where sit
- Easel/flannelboard/dry-erase board
- Place attention-getters in position
- Put books in order
- Put note cards/cheat sheets in order
- Get musical instruments/boom-box
- Display books
- Prepare stamp/sticker/reward
- Storytime handouts for adults
- Storytime registration
- Storytime Guidelines for adults
- Nametags for children
- Flyers for upcoming events
- Library card applications
- Basic library brochures
- Evaluations/surveys
- Prepare craft

- Prepare snacks
- Prepare raffle
- Prepare give-aways
- Communicate with staff or volunteer helper regarding assignments and activities

Right Before You Begin

- Review difficult to pronounce words
- Drink and eat
- Restroom and grooming
- Take a few breaths and relax!

After Storytime

- Collect any items given out during storytime (eg., puppets, instruments)
- Announce upcoming events
- Stamp/stickers/reward given
- Collect name-tags
- Pass out evaluations/surveys
- Craft
- Snacks
- Do raffle
- Give-away items
- Let audience check-out items used
- Straighten area
- Wash hands
- Record statistics