Community Scanning Event Planning Checking (Queens Memory)

3-4 Months before Event
☐ Reach out to librarians to determine interest and location availability
☐ Site visit to discuss event with librarians (and Friends of the Library group)
☐ Identify historic photos of neighborhood for promotional materials
☐ Enter event information into LAMPS (before magazine publication deadline)
☐ Add event information to CIT blog

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
☐ Borrow additional tablet from ITD
☐ Load digital content (historic photographs and oral histories) onto tablets
☐ Charge tablets and camera batteries
☐ Print additional outreach materials (when necessary)
   ☐ Consent forms
   ☐ 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 Collective Access
☐ Review records in Collective Access and set to “Public”
☐ Notify donors when records are live (when appropriate)
☐ File completed intake and consent forms with Natalie
☐ Write blog post about event (when appropriate)