



Prime Time Family Reading Suggested Implementation Checklist

As of February 2024

Timeframe	Tasks	your dates
Grant Application Phase	STEP 1 ☒ Identify dates, times, venue, Team Members, and program partners	
3 months, Post Grant Approval	STEP 2 ☒ Thoroughly review, sign, and return your contract. Carefully read all program materials on the Humanities Washington Prime Time Program Resources page.*	
	STEP 3 ☒ Build your team and get them trained (if they aren't) - Recruit qualified Team Members and volunteers - Communicate training needs to Humanities Washington - Have Team Members sign up for and attend training	
2 months	STEP 4 ☒ For in-person programs, identify about 30 families and recruit at least 25 to ensure a minimum attendance of 15 families each session . For online programs, identify about 20 families and recruit at least 15 to ensure a minimum attendance of 10 families each session. Take advantage of the digital publicity kit available on the program resources page!	
	STEP 5 ☒ Decide on the curriculum and purchase program books and/or gift books	
	STEP 6 ☒ Secure a suitable venue** or create a Zoom room***	
1 month	STEP 7 ☒ Arrange for healthy meals to be served during each session and/or secure gift cards	
	STEP 8 ☒ Plan library resource commercial	
2 weeks	STEP 9 ☒ Host an organizational meeting during which you can: - Collect W-9 forms and contracts, if applicable - Distribute books to Team Members - Provide updates on recruitment efforts - Develop plan to enroll/register families - Develop plan to distribute books to families*** - Discuss run of the show including opening and closing routines, strategies for story sharing and discussion, etc. - Assign/finalize staff and volunteer duties - Address any questions/concerns	
As needed	STEP 10 ☒ Keep Humanities Washington updated on any changes!	

Your Prime Time Session Dates	STEP 11 ☒ Deliver your program!	
	☒ First session To-Do List • Welcome families and introduce the Prime Time program • Distribute name tags** • Distribute and collect completed media release forms • Establish ground rules • Issue library cards to families without one	
	☒ Weekly To-Do List • Set up room and registration table** • Remind families to attend the next session • Track attendance using the Attendance Record provided • Ensure a minimum attendance each session of 15 families for in-person programs and 10 families for online programs • Deliver library resource commercials • Serve meals* and/or distribute gift cards • Receive book sets from previous week** • Distribute book sets for the next week** • Pose questions about next week's book • Note any interesting observations, events or anecdotes to include in Team Member Evaluation	
	☒ Final Session To-Do List • Distribute and collect completed family surveys • Award certificates of completion to participating families • Give away gift cards and/or gift books • Take pictures • Have some cake!** (optional)	
Within 30 days of final session	STEP 12 ☒ Closeout • Distribute links and remind Team Members to complete Team Member Evaluations • Request Finance Officer to disburse stipends upon receipt of completed Team Member Evaluation Forms • Ensure that Attendance Records contain total numbers of participating families and individuals • Submit your Final Report, including your Attendance Record, Family Surveys, Final Budget Report, and optional high-resolution images and media release forms via the Program Coordinator's Team Member Evaluation form • Retain back-up documentation of project expenses • Send thank you notes to community partners and volunteers	

* The password is HumanitiesPT23.

** for in-person Prime Time Family only *** for online Prime Time Family only