

Checklist for 1000 Books before Kindergarten

Prizes

- ~~Receive logo for bags and order~~
- ~~Order placemats~~
- ~~Order Binders~~
- Order Books
- Capes
 - ~~Find volunteers~~
 - Purchase materials
 - Purchase iron-on paper, print out decal, and iron-on
- ~~Order felt for ABCs & have 25 ABC sets ready for September~~
- Early Literacy Stroller Fob
 - Work with Aurelie for design of 5 cards
 - Purchase carabiner clip

Mural

- Get poster laminated and taped up

Tally Sheet

- ~~Create instructions page~~
- Buy colored paper

Desk Prep and Staff Training

- Assemble binders – all sheets will be given at the start inside the binder.
 - Print out sheets on colors that match the dots that match the trains
 - Assemble Family Binders
- Find/Buy storage location for binders, prizes, and stickers
- Create easily identifiable folder pockets for stickers
- Staff are responsible for distributing binders, stickers, and prizes