

## Traditional Album Event checklist

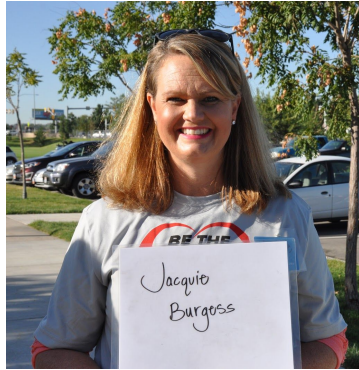
### Before Event:

- 3-4 weeks before
  - Request shipment of album materials from My Story Matters
  - Site visit to the area
    - You need access to a computer lab.
      - How many computers are in the lab? You'll need to fit 2-3 people at each computer so using every computer at the same time won't usually be a possibility. How many interviews could be taking place at the same time. Are there multiple labs you could be using?
    - Food for volunteers
      - Apply for local grants at Sam's, Costco, local grocery stores for food items for volunteers
      - Depending on how long you are asking volunteers to be there we recommend you provide snacks, or a lunch for them. If you are unable to do that make sure you communicate to them that they are responsible for their own food.
        - If needed order needed food for volunteers
      - Purchase water bottles--you will need lots of water for the volunteers as they will be talking and moving around a lot.
  - Designate a staff lead for the event
    - Who is the person in your group responsible to make sure all the logistics are taken care of.
  - Define staff roles for the event
    - Make a list of the staff that will be helping and what their roles will be that day.
  - If you desire to do a press release and have press coverage by local media you can refer to the sample release found online.
- 1-2 weeks before
  - Volunteer Training Video sent out to all volunteers
  - Purchase blank name badge stickers for your volunteers
  - Print off Parental Release Forms to be signed
  - Print off Volunteer Release Forms to be signed
  - Print off Photo station checklist forms
  - Arrange a delivery day
  - Request Photo link to upload your release forms and event photos to.
- 1 week before
  - Send out email to all volunteers and staff with directions to the event, time to be there, responsibilities expected (including dress code, parking directions, what to bring)

- 2 days before
  - Follow Up reminder email
- 1 day before
  - Last reminder and confirmation from all volunteers
  - Need a list of all volunteers signed up for check in.
    - (Need to make sure you have phone, email, and mailing address accurate for follow up)
  - Pick up food if applicable

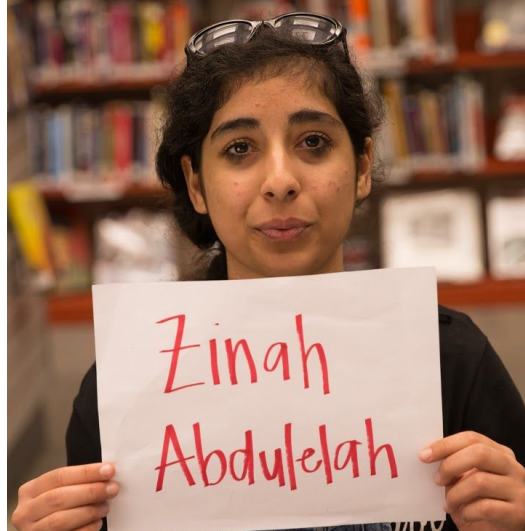
**At the Event:** Be there 30 minutes before volunteers to set up and get ready

- Set up check in desk (2 people)
  - Pens/paper as backup if computers aren't working
  - Name badges for volunteers to write first name.
- Check in Volunteers: documents ready for sign in (one person)
  - Verify mailing address, email address
  - Have them write their name on the name badge.
  - Have a blank piece of paper and sharpie markers for them to write their name on. Then take a picture of them holding their name card like this. This may come in handy for you later to send thank you cards to your volunteers.



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- Complete training
  - Show stations to volunteers
  - Show designated volunteer waiting area by check in desk
  - Explain to them how to use the computers and where to type their answers in. (see training documents you can download)
- Take a volunteer Group Photo
  - Smiling one
  - Funny one
- Assign photographers to each station--explain to them that we need 3 good pictures of each kid at each station
  - Label each photographer with a number that corresponds to the photo checklist paper.
  - Assign a roaming photographer taking photos of every volunteer in action!

- Event Begins:
  - Check in students: (one person)
    - Have them write their name on a blank piece of paper--exactly as they want it to appear in their book. Take a picture of them holding their name card. This will be helpful to you as you are matching photos to names on the interviews. Also a double check of the name spellings.



- Assign volunteers to child
  - Ideally there are two volunteers per child. One adult and one teen make a great pair. If translators are needed make sure the translators are paired with the right children who speak that language. You can do one volunteer and one child, but it's best to have someone asking the questions and keeping the conversation going, and another person typing to make sure it is all recorded.
- Checkout process:
  - Verify the interview is complete
  - Verify they went to all the photo stations
  - Verify the release forms are signed
  - Double check name spelling and contact info for follow up questions

### **After Event:**

- Send out email to Photographers about deadlines to turn in photos.
  - Arrange a way for photographers to get their photos to you.
- Thank you cards prepared and mailed
  - We recommend you send some sort of thank you card to the volunteers. It's easy to have each child write a thank you card and have them mailed to them. You can also send an email if you collected that information.
- Organize the photos you received
  - Contact [office@mystorymatters.org](mailto:office@mystorymatters.org) to receive photo printing instructions.
- Arrange for individuals to create the master albums for each child.
  - When photos arrive Insert pictures into the album
  - Copy/paste the text into Microsoft Word or a similar program. You'll need to follow the text box directions provided in the Story Map so that you can make sure you print the story to fit the designated slots in the album.
- Confirm delivery day/time/method
- Albums created and assembled.
- Albums delivered
- Take photos on Delivery Day and upload to My Story Matters.
- Fill out the Assessment documents.