

## **2010 Week of the Young Child Child Care Program Tours Planning Checklist / Timeline**

This checklist / timeline is designed to help you as you plan and carry out visits to your program by community leaders. It is a complete list of all aspects of planning, however depending on your program's level of involvement you may or may not implement all elements of this planning checklist. Please keep in mind the toolbox located on the Coalition website includes many companion documents designed to help you as you complete this checklist. <http://www.kidsarepriorityone.org/>

### **FEBRUARY**

#### **General:**

**\_\_\_ Communicate with your Program Community (staff, families, volunteers) about being a Tour Host Program:** (Newsletter, Staff/family boards, etc)

#### **Week of Feb 8th**

**\_\_\_ Participate in one of two statewide kick-off calls for Tour host programs:**

Feb 9<sup>th</sup>, 6-7pm OR Feb 11<sup>th</sup>, 9-10am

#### **Call in number:**

**Agenda:** hear about the Spring 2009 pilot Tours project at Stepping Stones, Burlington; review the "message"/goal for the Tours; review the checklist; review Tours Toolbox;

#### **Week of Feb 15th**

**\_\_\_ Participate in Regional Planning Call** (as applicable)

Dates/Times to be determined

#### **Call in number:**

**Agenda:** To determine: If there are any organizations/groups in the region we should engage as a "co-host" (who might be willing to take on tasks like outreach/etc); invitation lists; if there will be a regional culminating event "mixer"; ongoing function of the regional planning group and ongoing support needed from Coalition

#### **Week of Feb 22nd**

##### **Invitations**

**\_\_\_ Utilize the template to adapt to your program and distribute invitations** (keep in mind Monday will be the best day for State Legislators to visit)

**\_\_\_ Outreach to regional group** who might want to "co-host" Tours (and/or mixer)

**\_\_\_ Outreach to regional businesses** to recruit a "mixer" host.

**\_\_\_ Follow-up calls** to people invited to get commitments and confirm the day of their Tour.

## MARCH

### General

- \_\_\_ **Engage your Program Community in the Tours planning:**
  - who will host the Tours,**
  - how will families be involved,**
  - will someone take pictures;**
  - what displays will be posted in your program,**
  - what will the children be doing during the tours,**
  - are there people willing to write a letter to the editor,**
  - invitations to staff/families for the culminating/mixer event (if applicable) etc.**

### Week of March 1<sup>st</sup>

#### Invitations

- \_\_\_ Complete Follow-up calls to people invited to get commitments and confirm the day of their Tour.
- \_\_\_ **Participate in Regional Planning Call** (as applicable)
  - Dates/Times to be determined
  - Call in number:**
  - Preliminary Agenda:** Follow-up / share on: outreach to regional organizations/groups request to be "co-host" (who might be willing to take on tasks like outreach/etc); invitations and RSVPs; outreach to regional culminating event "mixer" potential host groups; discuss media outreach

### Week of March 8<sup>th</sup>

- \_\_\_ **Complete Follow-up tasks from regional planning call (as applicable)**
- \_\_\_ **Determine your Tour hosts and use the toolbox template to outline the agenda for the Tour (plan on an hour visit)**

### Week of March 15<sup>th</sup>

- \_\_\_ **Participate in Regional Planning Call** (as applicable)
  - Dates/Times to be determined
  - Call in number:**
  - Preliminary Agenda:** Follow-up / share on: host activities, challenges, questions; media outreach, discuss: culminating event/"mixer" agenda and displays

### Week of March 22<sup>nd</sup>

- \_\_\_ **Complete Follow-up tasks from regional planning call (as applicable)**
- \_\_\_ **Utilize toolbox template to create informational packet prototype to be provided to the Tour attendees.** Include information about your program. (Supplies and general packet information copies provided by the Coalition)

### Week of March 29<sup>th</sup>

- \_\_\_ **Participate in Regional Planning Call** (as applicable)
  - Dates/Times to be determined
  - Call in number:**
  - Preliminary Agenda:** Follow-up / share on: host activities, challenges, questions; media outreach, discuss culminating event/"mixer" punch list
- \_\_\_ **Access the materials provided by the Coalition (buttons, informational packet contents, etc.).**
- \_\_\_ **Turn out calls to invited guests**

## **APRIL**

### **General**

- Distribute buttons to program community,**
- post final Tour schedule,**
- final environment preparations (cleaning, displays, etc),**
- reminder about culminating event (if applicable)**

### **Week of April 5<sup>th</sup>**

- Insert Program materials into informational packets, etc.**
- Walk through the Tour agenda...role play conversations**
- Final Tour preparations**
- Submit media advisory (if applicable)**

### **Week of April 12<sup>th</sup>**

- Host Tours: take pictures, present informational packets, re-invite to culminating event (if applicable)**
- Attend culminating event (if applicable)**

### **Week of April 19<sup>th</sup>**

- Use the toolbox template to send thank you notes to Tour attendees**
- Post pictures in your next newsletter**
- Submit press release (if applicable)**
- Complete and send the follow up worksheet to the Coalition**