

Outreach Activity Checklist

Date:

Table Set Up

- Table
- 4 chairs
- Black cloth table cloth
- 2 TMS logo table runners
- 2 cutting mattes from TMS
- Craft activity for the event (see below)
- Chocolate
- Water for staff

Activity Set Up and Supplies

Activity title:

- Examples
- Instructions/signage

Supplies needed:

- _____
- _____
- _____
- _____
- _____

Promotion Materials

- Flyers for upcoming events
- Library hours handout
- Friends of the Library Warehouse map