

NJTTT Program Coordination Calendar

March, after TTT program is held:

- Gather the names and addresses of supervisors from trainers, understudies and logistics people for thank you letters. Write and send out letters.
- Prepare a summary of the evaluation forms.
- Put an article about TTT in the *State Library Impressions*, and send a shortened version to the appropriate listservs (see list). Post the web page, and add to the What's New page.
- Review hotel bills for accuracy; number of rooms charged, meals, etc. Forward to NJ State Library Administrative Office for payment, if bill is accurate. If not, contact hotel for new bill or to amend bill in hand.
- Wrap up any other payment paperwork: invoices for any libraries that need them, receipts for participants, etc.
- Send thank you letters to hotel and training lab.

April, May:

- Update the TTT Master List (*directory of all TTT alum*), the e-mail address list, the mailing labels list, and the e-mail distribution list in Outlook with new alumni information.
- Send new TTT Master List out to NJTTT listserv and ask for corrections/updates
- Set date and place for the TTT Reunion/Picnic/Planning Session in June.
- Update webpage "flyer" advertising date/location of picnic with directions and maps.
- E-mail all alumni (through NJTTT YahooGroups listserv) inviting them to the picnic. Have them respond using online form to let you know they are coming and what they plan to bring (food, paper products, etc.)
- Make corrections/updates to TTT Master List and resend to listserv.
- Prepare an annual report to the State Librarian summarizing the program just given
- Write a proposal to the State Librarian for funding for the coming year. Check out CJRLC lab: contact the CJRLC Executive Director to be sure program is welcome; visit lab if necessary to determine maximum number of possible trainees, seating, where observers may stand, etc.

June:

- Make copies of the evaluation form summary for planning session.
- Fill in with purchases for picnic food, paper products; buy bagels and set up coffee/tea for picnic.
- Hold the Reunion/Picnic/Planning session.
 - ◆ Start with bagels and coffee/tea, let people meet and greet.
 - ◆ Morning session is a review of the evaluation summary, with an overall evaluation of those that were present of the program just given; plus a discussion of student suggestions and how they will be handled next year.
 - ◆ Start the grill 1/2 hour before needed. Break for lunch in a timely manner.
 - ◆ Review the goals and objectives of the TTT group.
 - ◆ Plan revisions of the program for the coming year.
 - ◆ Organize the leadership structure i.e., look for volunteers for trainers, understudies, logistics people, technology support people, a registrar, and others who will help with mailings, etc. Trainer commitments are finalized on the volunteer form when it is sent.
 - ◆ Set up the dates for the next year's TTT program, plus for a planning meeting for the training team in November, and for a dress rehearsal in January.
 - ◆ Set up the dates for advertising and who will develop the flyer and web page. Need definite commitments here, plus seek out new folks if not enough interest in picnic

group. Flyers and regional listserv messages should go out by mid-September so school librarians can commit training money before it is gone. People on a waiting list from previous year have preference.

- Book the hotel for dates needed plus setup evening(s).

July/August:

- Do, or make sure they're done: curriculum revisions, flyer, web page.
- Revise and send out the online volunteer form, compile the results, and announce the training team and logistics team. Tell them planning meeting and dress rehearsal dates; find out who needs instructor manuals.
- Set up any necessary paperwork at State Library Administrative Office, e.g., Request for All Travel Authorization and Other Events form for hotel expenses.

September:

- Arrange for the printing and mailing of flyers.
- Put an article about TTT in the *State Library Impressions*, and send a shortened version to the appropriate listservs (see list). Post the web page, and add to the What's New page. Include EMANJ in publicity efforts, and send flyers to the Regional Library Cooperative executive directors directly.
- Order supplies for the training session, binders, dividers, and prizes for the students. Put "Compliments of NJTTT" labels on prizes.
- Photocopy and assemble instructor books and participant coursebooks.
- Set up registration procedures and begin to log in registrants. Preference given to people on waiting list, but they must register by a certain date to be assured of space.

October:

- Prepare a draft schedule of which trainers and understudies will do which lessons. Try to schedule so the workload (difficulty, late night/early morning) is spread out, each person gets some of their top priorities, and no one person is committed for one lesson each day.
- Prepare a sample student schedule, with dates, times, lessons, and trainers.

November:

- Hold the Planning Session for the training team. Bring instructor books for those who need them, the draft trainers' schedule and the student schedule with dates, and some coursebooks to look at.
 - ◆ Decisions include:
 - who will bring what equipment (especially for PowerPoint presentations by students, etc.),
 - what refreshments to have
 - finalize schedule of who trains which lessons, and who understudies which lessons.
 - ◆ Set up or confirm the dress rehearsal dates in January, and let the training team know about setup night(s) before the actual training days.
 - ◆ Get everyone's home phone numbers for emergencies. Photocopy on the spot and distribute -- send printed copies when done.
 - ◆ Decide on overnights. TTT pays for overnights for any trainer who is teaching the next day. If people want to stay additional nights, they may do so at the TTT rate.
 - ◆ Contact hotel with final room count after student registration deadline (which may not be until January. Keep hotel informed of estimates as we go.)
- Book the room for the dress rehearsal and snow date.
- Book the flipcharts and other equipment from State Library for the training days.

January:

- After the deadline for registering, registrar sends out confirmations, including all details about where and when, what to bring, maps and directions, etc.
- Invite State Librarian to attend the fancy dinner, say a few words to participants and share a meal with them.
- Arrange for diplomas for students, plus a few extra copies in case of error
- Make 150 copies of feedback forms (for observers and students), plus 25 copies each of overall workshop evaluation form (new one) and boffo quotes form.
- Print up new lesson materials, and disassemble/reassemble coursebooks with revisions.
- Gather together supplies, handouts, and coursebooks. Confirm equipment loans from all sources.
- Ask observers which day they will be coming. Let logistics person know.
- Set up a dress rehearsal schedule, with two lessons being presented simultaneously.
- Hold the dress rehearsal.
 - ◆ Confirm who will be at the hotel for setup night(s), other nights.
 - ◆ Distribute emergency phone number list, directions to the hotel and training lab.
 - ◆ Logistics person collects remaining refreshment money.
- Confirm room assignments with hotel. Review printed contract from hotel for accuracy: dates, rooms reserved, meals, equipment, setup, tax exemption. Sign and return.
- Write/revise graduation speech.

February, before training:

- Contact hotel with names of everyone needing rooms – including trainers staying after setup, and logistics people.
- Confirm all arrangements with hotel, set menu for dinners.
- For fancy dinner, prepare tickets with menu choices, for diners to choose from and to display at dinner for servers' convenience.
- Logistics team arranges coverage, food assignments.
- Take to setup night: equipment and supplies (see list), coursebooks, student diplomas and prizes, flipcharts, evaluation and boffo quote sheets, refreshments, emergency phone numbers.
- Setup night: coordinate setting up of room, have dinner with training team. Handle any last-minute difficulties. The bill for dinner is put on one of the State Library rooms (first setup night only).

During TTT program:

- Notice characteristics of trainers to include in thank you notes.
- Give the "pep talk" at the end of Day 3.
- Give the graduation speech, organize the distribution of diplomas and prizes.
- Collect all the student evaluation forms, so a summary of them can be made.
- Make sure refreshments are always available.
- Do photocopying (or have it done) at hotel where necessary.
- Make head count before each meal and inform hotel. Include observers, trainers, logistics people, students, guests, etc.
- Set up equipment in breakout rooms and see that everything works.
- Set up for party after evening session(s). If dining room is available, can use; otherwise, lobby is okay.