

## How to Put on a Successful Work Day for Your Working Group February 2011

**By Jenny Wondracek and Jamie Keller, Co-coordinators of the FL State Working Group**

### **In advance:**

- Select a date, time, and location
- Make room reservations
  - It is important to make sure that the room either has computers, plenty of outlets for laptops, or that IT will put in power strips for you.
- See if your library will pay for snacks or other goodies (such as a parking pass for the day) for the volunteers
- [Make a flyer](#)
- Email the flyer out to your volunteers, main campus libraries, and library school organizations!
  - Send it at least 2 weeks before
  - Send it again the week before
  - Let people know they can forward the flyer far and wide!
- Cross your fingers and hope people RSVP!
- Talk to your IT Department about:
  - Wireless access password/procedures
  - Borrowing laptops
  - Borrowing power strips (if needed)

### **The day before:**

- Compile the RSVP list with names and contact info (We copied/pasted the email signature)
- Make an “assignment list” of the data you want each location to enter if a coordinator will not be at the location
- Order any food you will be providing
- Print/copy the following:
  - [Work Day Worksheet](#)
  - Sign in sheet (this will be handy for making out the “Thank you” email afterwards, too!)
  - Form you will be filling out as a reference sheet

### **The day of:**

- Arrive early and set up the room
- Smile!
- Have fun!