



Planning a Successful Mister Lemur Visit Checklist

Task	Mister Lemur <input checked="" type="checkbox"/>	School <input checked="" type="checkbox"/>	Time to Assembly
1 Month Prior to Assembly			
Confirm a date & time	<input type="checkbox"/>	<input type="checkbox"/>	3 weeks +
Identify campus point-person (someone excited to share Mister Lemur with students, teachers and parents)		<input type="checkbox"/>	3 weeks +
Send visit planning documents to planning coordinator	<input type="checkbox"/>		3 weeks +
Reserve the room		<input type="checkbox"/>	3 weeks +
Announce visit to teachers		<input type="checkbox"/>	3 weeks +
2 Weeks Prior to Assembly			
Make the book available in the library		<input type="checkbox"/>	2 weeks
Announce the visit to classes		<input type="checkbox"/>	2 weeks
Alert local media channels (reporter/photographer)		<input type="checkbox"/>	2 weeks
1 Week Prior to Assembly			
Send home information/pre-order form (10 days before visit)		<input type="checkbox"/>	1 week
Read stories during the morning announcement (5 days prior to visit)		<input type="checkbox"/>	1 week
Incorporate Mister Lemur activities into classes (read from book, poetry lesson, coloring pages, lemur snacks).		<input type="checkbox"/>	1 week
Day of Assembly			
Set up 30 minutes before assembly (Required: projection screen, cart, two microphones, table and chair)	<input type="checkbox"/>	<input type="checkbox"/>	Day of
Delight and educate during the assembly	<input type="checkbox"/>		Day of
Announce poetry contest and notebook giveaway (only if pre-approved)	<input type="checkbox"/>		Day of
Sign and personalize books, hand out bookmarks	<input type="checkbox"/>		Day of
Settle pre-order accounts	<input type="checkbox"/>	<input type="checkbox"/>	Day of
After Assembly			
Announce Contest and distribute post-assembly order forms		<input type="checkbox"/>	Day after
Ship follow-up book and CD orders to school	<input type="checkbox"/>		Week after
Collect writing contest submissions and email to jen@misterlemur.com or send to 405 Davis Ct. #1507, San Francisco, CA 94111		<input type="checkbox"/>	2 weeks
Announce voting to teachers and students	<input type="checkbox"/>	<input type="checkbox"/>	3 weeks
Announce winners & distribute prizes	<input type="checkbox"/>	<input type="checkbox"/>	4 weeks
Complete and return assembly feedback e-mail		<input type="checkbox"/>	1-2 days