

Developmental Screening Event Planning Guide

Scale:	Full Scale	Mini Event				
Staff/Volunteer Needs:	#_____Staff	#_____Volunteers				
Plan for family Follow-up:	(sharing results, care coordination, etc.)					
Screening Format:	Online			Paper		
	<ul style="list-style-type: none"> • Tablet/iPad • Smart Phones 	<ul style="list-style-type: none"> • Laptop/Computer • Other _____ 	Both			
Technology:	WiFi Access	Provide MiFi	Projector	Speaker		
	Other:					
Activities at event:	Free Play		Activity Stations # _____			
	Activity Ideas:					
Supporting printed materials:	ASQ Learning Activities	Learn The Signs Act Early	Community Resource Info	Photo/Video Consent Forms	Activity Instructions	
	Other:					
Budget:	Screening	\$	Toys	\$	Hand-outs	\$
	Sanitizing Wipes	\$	Signage	\$	Copy Costs	\$
	Activities	\$	Giveaway	\$	Baby Wipes	\$
	Marketing	\$	iPad/Tablet	\$	Crayons/ Markers	\$
	Water	\$	Volunteer shirts	\$	Mileage	\$
	Coloring Pages	\$	Snacks	\$	Supporting Materials	\$
		\$		\$		\$
Marketing Plan:	Partner Directed	Social Media	Print Media	Television/Radio		
	Additional Details:					

Location:	Potential Partner Locations:			
	Indoor		Outdoor	
	Square Footage needed:			
Regional Considerations:	Weather (times of year to avoid):			
	Seasonal Events (to explore for partnering):			
	Seasonal Events (to avoid):			
Partners:	Library System	Childcare Providers	Recreation Center	
	Children's Museum	Zoo	Religious Groups	
	Part C	Part B	Community Organizations	
	Other:			
	Role of partners:			
Volunteer Recruitment:	United Way	Friends of Library	High School	Junior League
	Medical School	Americorps	College	Community Partners
	Middle Schools	Other:		
Data:	What kind of data do you want to collect at your event?			
	How will you collect it?			
	What is the purpose of this data (internal improvement, share with community partners, etc.)?			
	How will you measure the overall success of this event?			
My crazy unique ideas:				
Although this is a box, you can think outside of it!				