Sample Community Event Staffing Plan: Forest Hills Library

Forest Hills Library (E, F, M, R trains; Q23, Q60, Q64 buses)
108-19 17st Ave, Forest Hills 11375

Saturday, January 30, 2-5pm
Event Leader: Arrive at 1pm
Intake Staffer and Digitization Staffer: Please arrive at 1:30pm

Event Leader
- Liaise with community partners and branch library staff
- Make sure everyone gets a name tag and completes the sign in sheet
- Coordinate interactive activities
- Take event photos of participants and staff
- Gather participant feedback forms
- Complete event evaluation form

Intake Staffer
- Make sure we have a signed consent form from each donor
- Works with donors to complete submission forms for each item being scanned
- Place consent form, photos and submission forms into folders and write donor name on the front
- Gather participant feedback forms

Digitization Staffer
- Scan donor materials
- Create a folder for each donor ("DonorLastName_DonorFirstName")
- Save scans using naming rules
- Photograph donor materials as needed
- Create a folder for each donor ("DonorLastName_DonorFirstName")
- Save scans using naming rules
- Give each donor: a thumb drive of their scans (saved as TIFF and JPEG), copy of "Preserving Your Digital Memories" brochure
- End of day: Move whole event folder with all scans from the day onto the external hard drive

* With only 2 staff people, the Event Leader and Intake Staffer responsibilities can be combined.