

## APPENDIX B

### Sample Human Library event planning document

TIMELINE	ACTION
1 year - 6 months before event	Organising team 'Librarians' meet to discuss event, propose roles and discuss budget
1 year - 6 months before event	Apply to the HLO to run a Human Library event - purchase licence
1 year - 6 months before event	Draw up budget plan: T-shirts, printing, catering, signage, venue hire
1 year - 6 months before event	Confirm date and time of event, book venue for event
1 year - 6 months before event	Organise class visit with lecturer - build in with course assignment
6 months before the event	Key Librarians attend an orientation meeting with the HLO
6 months before event	Read documents shared by HLO - guides, processes, event promotion and management
6 months before event	Librarians meet to formulate event plan and timelines
6 months before event	Let HLO know timeline - helps plan online Book and Librarian training
4-6 months before event	Key Librarians to attend online reading sessions offered by the HLO - meet organising team to discuss
4-6 months before event	Librarians complete online training
4 months before the event	Librarians meet to discuss potential Books and devise recruitment plan - mix of themes, genders, ages
4 months before the event	Begin recruiting Books via social media, emails and printed material - finalise Books 1 month in advance of event
4 months before the event	Two librarians to interview each Book to verify understanding and suitability. Add confirmed names to spreadsheet.
4 months before the event	Meeting to share updates on Book recruitment
4 months -1 month before the event	Books to complete training with the HLO, confirm with Librarians training completed, attend their Book release session
3 months before the event	When first 8-10 Books confirmed, send their information to the HLO
3 months before the event	Invite a member of staff to open the event, book photographer
3 months before the event	Design flyers and signage, post on social media to promote Reader registration
3 months before the event	Add a Google registration form to the Human Library website page - change text to promote Reader registration
2 months before the event	Arrange for a psychologist to be available to Books during the event
2 months before the event	Meeting to finalise promotional plan to encourage Reader signups
2 months - event date	Promote the event via social media, emails, website, newsletters, signage, flyers
1 month before event	Zoom with previous HLO organiser to ask questions about managing the event on the day
1 month before event	Review the event space, map out a layout of the registration tables, Book tables, rooms for breaks
1 month before event	Communication with Books re event details, invite to meeting before the event, check consent for photographs, dietary requirements for catering
1 month before event	Map out a schedule for the day of the event - build in breaks for Books
1 month before event	Meet with organising team weekly until day of event
1 month before event	Finalise number of Librarian volunteers - confirm Librarian roles
1 month before event	Zoom meeting to introduce the Books to the Librarians
1 month before event	Send personalised invitations to key members of University staff
1 month before event	Order t-shirts for Books and Librarians, order signage

TIMELINE	ACTION
1 month before event	Fill out event notification form for the estates team
1 month before event	Notify the security team about the event, in case urgent support is required
1 week before event	Order catering for Book lunch before event
Day before event	Prepare space, set up registration table and number Book tables
Day before event	Printing: Book and Reader evaluation forms, photography consent forms, participation certificates for Books, Rules for Readers, Table numbers, Reader cards
Day before event	Email reminder to registered Readers
Day of event	Directional signage
Day of event	Reserve private space and quiet space for Books and Librarians
Day of event	Set up catering for Books
Day of event	Welcome Books: show event layout, brief on schedule, introduce to each other, provide lunch
Day of event	Share blue t-shirts with Books, yellow t-shirts with Librarians
Day of event	Display Book titles for Readers to browse
Day of event	Librarian roles: Reader registrations, direct Readers to Books, monitor conversations, manage Reader feedback forms
Day of event (after finish)	Debrief for Books, fill out Book evaluation forms
After event	Thank you to Books, Librarians, supporters for their contributions
After event	Collate statistics from event and feedback from Readers and Books
Within 30 days of event	Send event review to the HLO
After event	Librarians meet to discuss statistics, feedback and experience/lessons learned