Chaperones/Attendance Limits
Figure out chaperones first so you can set your attendance limit

*HINT: You’re not just limited to librarians and/or YS staff!*

- Utilize other library staff (as long as they like tweens & teens!)
- This is also a great opportunity for graduate students/interns

I chose to adopt the Girl Scouts’ adult-to-child ratio chart* when I planned my first lock-in.

### Program Length
Determine the length of time for your lock-in event
- You DON’T have to stay all night!
  - Start before the library closes
  - Stay at least a few hours
  - Work in fun activities that give them the run of the place!

### Registration
I required permission slips!
- Tweens/teens needed to read and sign the behavioral contract
- Parents/guardians provided
  - Permission to attend
  - Emergency contact information
  - Info. about medical conditions (esp. allergies!) and medications
  - Permission slips had to be signed IN PERSON in the YS Ref Desk
- Kids & parents/guardians COULD come in separately, but we kept the slips (decreased potential for forgeries)
- NO TICKET for entry until after both parties had signed!
- Registration remained open until the day of the event
  - Only if space is still available
  - Avoid making exceptions for late registrations while filling spaces!

### Events, Travel, and Camping

<table>
<thead>
<tr>
<th>Two unrelated adults (at least one of whom is female) for this number of girls:</th>
<th>Plus one additional adult for each additional number of this many girls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girl Scout Juniors (grades 4–5)</td>
<td>16</td>
</tr>
<tr>
<td>Girl Scout Cadettes (grades 6–8)</td>
<td>20</td>
</tr>
<tr>
<td>Girl Scout Seniors (grades 9–10)</td>
<td>24</td>
</tr>
</tbody>
</table>

*snips* taken from:
http://www.girlscoutsoc.org/content/dam/girlscoutsoc/documents/Safety_Ratios_excerpted_from_VE.pdf

### Activities @ Your Lock-In

#### Ice Breakers
- BINGO card: need to gather names of other attendees based on stuff like age, grade, siblings, pets, etc.
- “This or That?” — choose a side of the room based on preferences

#### FOOD!
- Pizza and/or sub platters are easy
- Cupcake decorating is very popular
- Try to offer some healthy snacks (fruit and veggie platters)

#### Movie...
- if you have licensing!
- Show the latest book-to-movie hit
- Introduce them to a classic
- Show one of their favorites
- Let them vote at a TAG meeting

#### Scavenger Hunt (see references)
- Trick them into learning the layout of the library!
- Integrate STEM with a QR code scavenger hunt

#### Game Night
- **Board and Card Games:**
  - Apples to Apples, Coup, Pictionary, Settlers of Catan, Exploding Kittens
- **Party games:**
  - “Minute to Win It” games, Charades
- **Video games:**
  - #IDARB, Guitar Hero, Just Dance, Mario Party, Rock Band, Super Smash Bros, Wii Sports
No Budget? No Problem!
- Hold a pot-luck style event
- Donations from local grocery stores and/or restaurants
- Ask Friends of the Library to help
- Find other grant sources
  - Summer Reading ($ General/YALSA)
  - Teen Read Week (YALSA)
  - Teen Tech Week (YALSA)

Resources for Lock-In Planning
- Ice Breakers & Party Games
- Lock-In Tickets
- Permission Slip
- Scavenger Hunt

Collaboration Opportunity!
Include other departments
- Do you have a tech services clerk who’s extra crafty?
- Is there a page or circulation clerk who loves YA lit and wants to help you plan a book-themed event?

Work with local colleges and graduate schools
- Students in education and library school programs often want/need observation and work experience
- Get extra help for your event AND break the ice with potential interns!

Work with local schools
- Send posters to school librarians
- Schedule school visits for promotion
- Ask the school librarians to join you and participate as chaperones!

Foster Community Involvement
I charged a community service “admission fee” for my lock-ins
- non-perishable food items for a local food pantry
- pet food for a local animal shelter
- clothing/personal care items for local shelters or military groups

Still have questions?!?
Contact Me!
chrissiemorrison@gmail.com

Mini Lock-Ins
by Chrissie Morrison
(Clifton Park-Halfmoon Public Library)

Spring 2017 Conference