

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.

Events, Travel, and Camping		
Two unrelated adults (at least one of whom is female) for this number of girls:	Plus one additional adult for each additional number of this many girls:	
Girl Scout Juniors (grades 4–5)	16	8
Girl Scout Cadettes (grades 6–8)	20	10
Girl Scout Seniors (grades 9–10)	24	12

**snips taken from:*

http://www.girlscoutsoc.org/content/dam/girlscoutsoc/documents/Safety_Ratios_excerpted_from_VE.pdf

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!

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
 - ~ <http://bit.ly/lockingames>
- Lock-In Tickets
 - ~ <http://bit.ly/lockintickets>
- Permission Slip
 - ~ <http://bit.ly/tweenlockin>
- Scavenger Hunt
 - ~ <http://bit.ly/tweenhunt>

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



Spring 2017 Conference



Mini Lock-Ins

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Still have questions?!?

Contact Me!

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