



Step-by-Step Checklist

Preparing to Deliver IM&M+

Step	Timeline	Task	
1	Ideally, 8 weeks before	Determine your delivery dates with your organization. Tip: schedule sessions at least 8 weeks out to build ample time for recruitment and intakes (We know it's not always possible but we can dream! 😊) Be sure to let CCDF know your dates as soon as they're finalized.	☐
2	6-8 weeks before	Start marketing the program using the Recruitment Strategies Guide. From posters to referral agency emails, this guide is your one-stop shop for all your IM&M+ recruitment needs.	
3	3 to 6 weeks before	Conduct intakes The Participant Program Fit Screening Tool supports you in the process. Watch the Screening Tool video for tips from IM&M+ facilitators for using it. Note: Eight to 10 participants are the ideal group size, but groups can go up to 12 and be as small as 6.	☐
4	3 to 6 weeks before	Read the IM&M+ Facilitator Guides We can't tell you how many facilitators say, "I wish I read the whole thing before starting.". You can find all the Facilitator Guides on the Facilitator Hub .	☐
5	2-3 weeks before	(Remote and Hybrid Deliveries only) Set up for online delivery You can deliver the program remotely using your preferred video conferencing, whiteboarding, and document-sharing online tools. We use Zoom and Google tools/apps and Mentimeter . If using our suggested tools, begin by: 1. Creating a google drive folder to house the Google Slides and other documents. We have put all the templates in this Virtual Delivery Links file for easy access. 2. Downloading the virtual power box to this folder and follow the instructions (i.e., READ ME: INSTRUCTIONS),	

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		3. Creating Mentimeters for at least the first 2 weeks of program delivery -- ++ An IM&M+ Facilitator Best Practice Tip	
6	2-3 weeks before	Purchase tech for online participants, if needed Ensure participants have all the necessary tech (computer and internet). Your organization may need to provide this to participants. The Community of Practice Portal has tips for accessing affordable internet.	☐
7	1 week before	Send a welcome email with delivery dates to the participants. If delivering remotely or in a hybrid format, send the Zoom links and any additional information (e.g., when you will deliver the Delivery Drop-off List to their homes, time of the Meet n' Greet meeting (see Step 12) to practice creating Google accounts and do a practice Google Slide, etc.).	☐
8	3-5 days before	Go shopping! IM&M+ is a highly interactive, creative and multi-sensory program. This requires several materials to be purchased. These are easy to find, but not optional . All needed materials are in Appendix C in the In Motion Facilitator Guide , Appendix E in the Momentum Facilitator Guide and Appendix D in the Momentum+ Facilitator Guide . Many facilitators (especially those delivering remotely) put care packages together that include snacks and other items to welcome the participant to the program. Look on the Community of Practice for ideas. Post your ideas once you've had a chance to shop.	☐
9	3-5 days before	Submit the Cohort Reporting Form to CCDF This is a requirement of the licensing agreement. It lets CCDF know your delivery dates and the modality of program delivery.	☐
10	3-5 days before	Print the Participant Workbooks for your participants. Note: There is no participant workbook for Momentum+ but many facilitators provide a blank notebook to participants for this module. All Participant Workbooks are found on the Facilitator Hub .	☐

11	2-3 days before	Create participant packages and deliver them These would consist of the workbooks, Power Boxes, and all supplies. Only if you are delivering the program remotely or in a hybrid model.	☐
12	3 days before	Have a “Meet and Greet” virtual meeting with the group For online deliveries, run a “Tech Test” and try out a Google slides and Mentimeter to gauge the comfort of group with the tech used in the course. It’s OK if they aren’t tech-savvy. Our experience is that people learn quickly and build amazing digital literacy skills throughout the program.	☐
13	1—2 days before	Prep your space Whether you deliver online or in person, ensure your delivery “space” is set up. The IM&M+ Facilitator Guides have many tips for preparing for the first delivery day.	☐
14	1 st Day of programming	Welcome the Participants! Make sure you have the morning snacks and coffee / tea / water, directional signs set up for the participants’ arrival. Send participants a link to the Media Consent Form. This allows your organization and CCDF to profile the pictures and videos of your group on its media channels. It is helpful for recruiting and funding requests and participant keepsakes. Want to take great photos? Check out these Top 5 Tips for Excellent Photos and Videos Have an awesome day!!	☐