

Bookbug Co-ordinator Calendar 2018

Month	Activity	Area	Contact
January			
<input type="checkbox"/>	Bookbug Bag stocktake carried out (central store only)	Logistics	ED
	Return of statistics:		
<input type="checkbox"/>	Quarterly bag monitoring spreadsheet due (Oct-Dec)	Statistics	ED
February			
<input type="checkbox"/>	Bookbug stock quantities for 2018-19 confirmed	Logistics	ED
<input type="checkbox"/>	Advise of amendments to March delivery (quantities/address)	Logistics	ED
March			
<input type="checkbox"/>	Bookbug Bag delivery month	Logistics	ED
<input type="checkbox"/>	Bookbug Annual Conference (21 March 2018)	Events	BC
April			
<input type="checkbox"/>	Partnership Agreements sent out	General	ED
<input type="checkbox"/>	Bookbug Week promotional materials received & distributed	Marketing	BC
<input type="checkbox"/>	Submit Bookbug Week event details	Marketing	BC
<input type="checkbox"/>	Partnership Agreements return deadline	General	ED
	Return of statistics:		
<input type="checkbox"/>	Bookbug Session figures (Annual) inc. Gaelic and areas of deprivation	Outreach	RB
<input type="checkbox"/>	Quarterly bag monitoring spreadsheet due (Jan-March)	Logistics	ED
May			
<input type="checkbox"/>	Bookbug Week (14 – 20 May 2018)	Events	BC
<input type="checkbox"/>	Advise of amendments to June delivery (quantities/address)	Logistics	ED
June			
<input type="checkbox"/>	Bookbug Bag delivery month	Logistics	ED
<input type="checkbox"/>	Marketing materials delivered and distributed	Marketing	BC
	Return of statistics:		
<input type="checkbox"/>	Bookbug's Library Challenge (Annual)	Marketing	ED
<input type="checkbox"/>	Bookbug Week audience figures	Marketing	ED
July			
	Return of statistics:		
<input type="checkbox"/>	Quarterly bag monitoring spreadsheet due (April-June)	Logistics	ED
August			
<input type="checkbox"/>	P1 numbers submitted	Logistics	ED
<input type="checkbox"/>	Advise of amendments to Sept delivery (quantities/address)	Logistics	ED
September			
<input type="checkbox"/>	Bookbug Bag delivery month	Logistics	ED
<input type="checkbox"/>	P1 Bag communication to schools	Logistics	ED
October			
<input type="checkbox"/>	P1 Bag delivery month	Logistics	ED
<input type="checkbox"/>	P1 Bags sorted for and distributed to schools	Logistics	ED
	Return of statistics:		
<input type="checkbox"/>	Quarterly bag monitoring spreadsheet due (July-Sep)	Logistics	ED
November			
<input type="checkbox"/>	P1 Bag Gifting in schools/libraries	Logistics	ED
<input type="checkbox"/>	Book Week Scotland 2018 (dates tbc)	Events	BC
<input type="checkbox"/>	Advise of amendments to Dec delivery (quantities/address)	Logistics	ED
December			
<input type="checkbox"/>	Bookbug Bag delivery month	Logistics	ED
<input type="checkbox"/>	Submit Bookbug Costume date requests	General	LQ
<input type="checkbox"/>	Book Week Scotland audience figures	Statistics	ED