

# CLIengage Family Event Prep Checklist

Month of Event	Week Before Event
<ul style="list-style-type: none"> <li><input type="checkbox"/> Choose a resource that best fits your needs (<i>Teaching Together Family Workshops, Supporting Sprouts Family Workshops, the CIRCLE Activity Collection: Family, etc.</i>) to use when facilitating an event</li> <li><input type="checkbox"/> Choose workshop theme and related activities</li> <li><input type="checkbox"/> Create a materials list organized in terms of what you already have and what is needed</li> <li><input type="checkbox"/> Choose a date, time, and event space (cafeteria, classroom, gym, etc.)</li> <li><input type="checkbox"/> Ask principal about providing food and check with them about the space, date, and time</li> <li><input type="checkbox"/> Create agenda</li> <li><input type="checkbox"/> Ask fellow teachers, parent specialists, or coaches if they'd like to co-facilitate the family event with you</li> <li><input type="checkbox"/> Divide workshop parts and responsibilities amongst facilitators (if applicable)</li> <li><input type="checkbox"/> Send invitations to families in multiple ways a couple weeks before event (include RSVP option if possible)</li> <li><input type="checkbox"/> Begin ordering and gathering materials (both for event and take home bags if applicable.) You can keep track of these materials by using the planning chart below.</li> </ul>	Week Before Event
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gather last materials</li> <li><input type="checkbox"/> Print out any needed handouts or instruction pages (or email to families if virtual event)</li> <li><input type="checkbox"/> Remind families</li> <li><input type="checkbox"/> Order food (if applicable)</li> <li><input type="checkbox"/> Prep take home bags (if applicable)</li> </ul>
	Day of Event
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check technology before families arrive</li> <li><input type="checkbox"/> Arrange room for event before families arrive</li> <li><input type="checkbox"/> Set up tables and activity stations with all required materials before families arrive</li> </ul>

## Family Event Planning Chart

ACTIVITIES	MATERIALS IN STOCK	MATERIALS NEEDED	PREP REQUIRED
Activity 1:			
Activity 2:			
Activity 3:			
Activity 4:			
Activity 5:			