

# **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</i>, <i>Supporting Sprouts Family Workshops</i>, the <i>CIRCLE Activity Collection: Family</i>, etc.) 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> | Day of 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> <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: |                    |                  |               |