

CLIengage Family Event Prep Checklist

Month of Event	Week Before Event
<ul style="list-style-type: none"> <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 <input type="checkbox"/> Choose workshop theme and related activities <input type="checkbox"/> Create a materials list organized in terms of what you already have and what is needed <input type="checkbox"/> Choose a date, time, and event space (cafeteria, classroom, gym, etc.) <input type="checkbox"/> Ask principal about providing food and check with them about the space, date, and time <input type="checkbox"/> Create agenda <input type="checkbox"/> Ask fellow teachers, parent specialists, or coaches if they'd like to co-facilitate the family event with you <input type="checkbox"/> Divide workshop parts and responsibilities amongst facilitators (if applicable) <input type="checkbox"/> Send invitations to families in multiple ways a couple weeks before event (include RSVP option if possible) <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. 	Week Before Event
	<ul style="list-style-type: none"> <input type="checkbox"/> Gather last materials <input type="checkbox"/> Print out any needed handouts or instruction pages (or email to families if virtual event) <input type="checkbox"/> Remind families <input type="checkbox"/> Order food (if applicable) <input type="checkbox"/> Prep take home bags (if applicable)
	Day of Event
	<ul style="list-style-type: none"> <input type="checkbox"/> Check technology before families arrive <input type="checkbox"/> Arrange room for event before families arrive <input type="checkbox"/> Set up tables and activity stations with all required materials before families arrive

Family Event Planning Chart

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