PLANNING MONTHLY PARENT WORKSHOPS WORKSHEET

I. SCHEDULING (WHEN?)

Month of _____ Possible Dates: _____
_____
_____

II. PLANNING (WHO? WHAT? WHERE? WHY?)

WHO will attend

Invitees	Special Guests	Volunteers/Helpers	Others
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WHAT will occur?

Format: ☐ Instructional ☐ Informational ☐ Discussion ☐ Interactive

Food/Snacks/Refreshments?_____ provided by:_____

WHERE will the event be held?

Building: _____

Room(s) Available: _____ Maximum Capacity: _____
_____ Maximum Capacity: _____
_____ Maximum Capacity: _____

# of chairs needed: _____ # of tables needed: _____ other needs: _____
_____

Ample Parking? _____

WHY?

Workshop Purpose: _____
Objectives:_____
_____

Workshop Title:_____

HOW?

Timeline:

1._____ Registration (_____minutes)
2. _____ Welcome (_____minutes)
3. _____ _____ (_____minutes)
4. _____ _____ (_____minutes)
5._____ _____ (_____minutes)
6._____ _____ (_____minutes)
7. _____ _____ (_____minutes)
8. _____ _____ (_____minutes)
9. _____ _____ (_____minutes)
10. _____ _____ (_____minutes)

III. PROMOTIONS/ADVERTISING

Date to begin advertising/promoting this event: _____

How many different ways can we advertise this event?

Personal Contact: _____

Print: _____

Electronic/Broadcast:_____

Other:_____

IV. FOLLOW UP

Send thank-you's to: _____
_____
_____
_____

Notes for improvement based on review of evaluations: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____