

CLIengage Family Event Prep Checklist

| Month of Event | Week Before Event |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Choose whether to use <i>CIRCLE Activity Collection: Family, Teaching Together Workshop Series</i>, or a combination of both <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 pre-k 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. | Day of Event |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Gather last materials <input type="checkbox"/> Print out any needed handouts or instruction pages <input type="checkbox"/> Remind families <input type="checkbox"/> Order food (if applicable) <input type="checkbox"/> Prep take home bags (if applicable) <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: | | | |