

PLANNING SHEET

Organizing a Parents' Evening

- decide on a **topic** of the parents' evening
- prepare the **structure** and what you want to say
- set a **time** and a **date**



- find and book the appropriate **location**
- check if the venue has Wifi connection and a projector if needed
- check the **capacity** of the venue
- decide if you want the venue to provide beverages and snacks

- prepare a **contact list** of parents you could invite
- use the invitation letter to invite parents (online or personally)
- request an RSVP



Prepare the **materials** & print them out:

- presentation
- handouts
- other materials (f.e. worksheets if used)

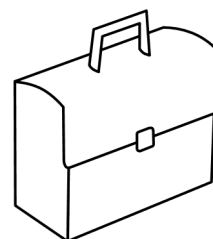


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Prepare the necessary equipment:

- handouts
- your laptop / USB stick with your presentation
- feedback form (if printed)



When you arrive at the venue:

- prepare the room for the parents' evening (chairs, water, Wifi connection etc.)
- prepare the presentation screening and handouts

ENJOY THE PARENTS' EVENING!

After the meeting:

- distribute feedback forms
- evaluate the feedback

