

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:

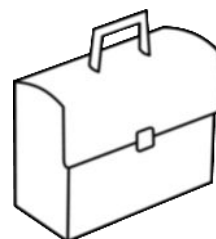
- ☐ presentation
- ☐ handouts
- ☐ other materials (f.e. worksheets if used)

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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

