

## TOP 5 TIPS FOR A SUCCESSFUL

# PARENTS' EVENING

You will never be able to accommodate all families and their time needs.  
But with a few general tips, you increase the chance that as many parents as possible can arrange to attend.

## Date

Set the date so that as many parents as possible can attend. You will certainly not be able to accommodate all families, but it is a good idea to choose an evening when there are no important sporting or political TV programmes, local events or similar events. Long weekends or holiday starts should also be taken into account when choosing a date.



## Time Limit

Set a binding time for the beginning and end of the parents' evening. We recommend a time frame of 90-120 minutes, whereby at least one break should also be planned. End the event on time. Keep in mind that most parents have already had a long day and may not be able to concentrate as well. A fixed time frame gives parents orientation and also a personal planning security for their day.

## Number of Participants

Limit the number of participants. We recommend between 25 and 30 participants. This way you can ensure that the parents can actively participate in the event, that discussions and exchange of experiences are possible and that a pure frontal lecture is avoided.



## Contact in the Run-up

Talk in advance with the institution where you are organising the parents' evening. Gather information about the group you are addressing for the evening, their motivation, expectations, composition and nationalities. This is possible, for example, through a questionnaire that is handed out in advance.

## Interior

For better planning, also try to get information about the room where the event will take place. How many chairs and tables are there? What technology is available? How big is the room? What is the atmosphere like?

