## Media 👬 Parents

## **PLANNING SHEET** Organizing a Parents' Evening

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



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

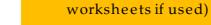
O prepare a *contact list* of parents you could invite

- O use the invitation letter to invite parents (online or personally)
- O request an RSVP



Prepare the *materials* & print them out:

O a presentation, handouts, and other materials (f.e.



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







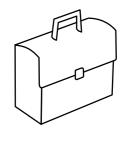
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Prepare the necessary equip ment:

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



When you *arrive* at the venue:

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

## **ENJOY THE PARENTS' EVENING!**

After the meeting:

- O distribute feedbackforms
- O evaluate the feedback







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