

Parent Workshop Planner

Focus: _____

Date and Time: _____

Location: _____

Outcomes—What will the workshop result in?

Who will we invite?

How will we invite them?

What we will emphasize in the invitation:

How we will remind parents about the workshop

Who will present? _____

Who will facilitate? _____

Activities: What will participants do?

Materials: What will they receive?

Follow up: How we will follow up on the session
