

## Parent Workshop Planner

Focus: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Who will present? \_\_\_\_\_

Who will facilitate? \_\_\_\_\_

Outcomes—What will the workshop result in?

Who will be invited?

How will we invite parents?

How we will remind participants about the workshop:

Materials: What will they receive?

Activities: What will participants do?

Follow up: How we will follow up on the session