

Parent Workshop Planner

For a copy of this planner with space for you to insert your plans, go to <http://teacher.depaul.edu> and enter Parent Workshop Planner in the search feature.

1. **Focus:** _____

2. **Date and Time:** _____

3. **Location:** _____

4. **Outcomes—What will the workshop result in?**

5. **Who will present?** _____

6. **Who will facilitate?** _____

7. **How will we invite parents?**

8. **What we will emphasize in the invitation:**

9. **How we will remind parents about the workshop?**

10. **Activities: What will participants do?**

11. **Materials: What will they receive?**

12. **Follow up: How we will follow up on the session?**