

# GROUP MEETING PLANNING FORM



**Program:** \_\_\_\_\_

Topic:	Completed By:	Date:
Responsibility/Duty	Person Responsible	Details
1. Plan topic based on parent survey results.		
2. Contact and schedule speaker(s) or facilitator(s).		
3. Reserve or confirm a location that is adequate and comfortable for the meeting.		
4. Create and distribute flyers.*		
5. Arrange transportation for families, as needed.		
6. Create and distribute agendas.*		
7. Plan for child care.		
8. Create/plan activities for children attending the meeting.*		
9. Plan and purchase refreshments.		
10. Create, facilitate, and collect sign-in sheets.*		
11. Welcome parents warmly upon arrival.		
12. Conduct warm-up activity.		
13. Conduct round robin role play, if applicable.		
14. Keep parents engaged in activity or speaker.		
15. Plan, collect, and award door prize(s)/incentives.		
16. Distribute, collect, and analyze parent evaluations.*		

\*Attach copies of these items to this form.