

Family Program Planning Sheet

Date _____

Two weeks prior

- Plan the family activity.
- Prepare any material needed.
- Plan the details of the presentation and activity
- Send a reminder to any families helping with set up or clean up.
- Send a reminder to any families contributing snacks.

One-week prior

- Finalize directions for the family activity.
- Copy directions, activity pages, and flyers to distribute to families.
- Gather and/or purchase supplies.

Day before

- Gather all supplies and materials
- If you use family banners, name tags and Fish Awards, set out:
 - Banner stands and poles
 - Nametags
 - Supply baskets
 - Fishbowls to collect fish awards

Day of

- Get set-up families started with their jobs.
- Get out sound and video equipment. Test everything.
- Load all presentations onto the computer as needed. Test everything.

Follow-Up

- Take attendance.
- Reorganize supplies, name tags and banners.

The PLAN:

Facilitators:

ANNOUNCEMENTS:

MATERIALS/SUPPLIES Needed for Family Tables:

Organize any take home materials:
