



Group Meeting Planning Form

Topic	Completed by	Date
Observation	Person Responsible	Details
1. Plan topic based on parent survey results.		
2. Contact and schedule speaker(s) or facilitator(s)		
3. Create and distribute flyers*		
4. Create and distribute agendas*		
5. Create, facilitate and collect sign-in sheets*		
6. Welcome parents upon arrival		
7. Conduct round robin role play, if conducted		
8. Keep parents engaged		
9. Plan for child care		
10. Plan and purchase refreshments		
11. Conducted warm-up activity		
12. Distribute, collect and analyze parent evaluation*		
13. Plan, collect and award door prize(s)/incentives		
14. Make sure space adequate, comfortable, etc.		
15. Arrange Transportation for families as needed*		
16. Staff engaged with parents		

*attach copies of these items to this form