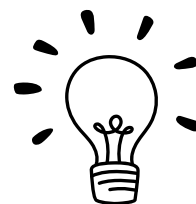


PLANNING SHEET

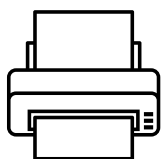
Organizing a Parents' Evening

- decide on a *topic* of the parents' evening
- prepare the *structure* and what you want to say
- set a *time* and a *date*



- find and book the appropriate *location*
- check if the venue has Wifi connection and a projector if needed
- check the *capacity* of the venue
- decide if you want the venue to provide beverages and snacks

- prepare a *contact list* of parents you could invite
- use the invitation letter to invite parents (online or personally)
- request an RSVP



Prepare the *materials* & print them out:

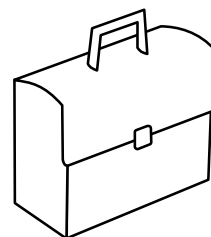
- a presentation, handouts, and other materials (f.e. worksheets if used)
- presentation
- handouts
- other materials (f.e. worksheets if used)

PLANNING SHEET

Organizing a Parents' Evening

Prepare the necessary *equipment*:

- handouts
- your laptop / USB stick with your presentation
- feedback form (if printed)



When you *arrive* at the venue:

- prepare the room for the parents' evening (chairs, water, Wifi connection etc.)
- prepare the presentation screening and handouts

ENJOY THE PARENTS' EVENING!

After the meeting:

- distribute *feedback* forms
- evaluate the feedback

