

Helpful Tips to Organize Your Program

Preparation and Planning Timelines

6 WEEKS BEFORE YOUR WORKSHOP

- Read through the “Facilitator’s Talking Points” handout to familiarize yourself with the flow of the program.
- Choose a location for the event.
- Arrange for a translator for non-English-speaking parents, if appropriate.
- Plan for light refreshments.
- Choose a date and time to hold the event.
- Recruit staff and volunteers who will be involved in supervision so they can mark their calendars and plan.

Note: If you are hosting your workshop during Book Fair week, coordinate the details of your event with the Book Fair chairperson.

Note: The Kindergarten Readiness program can be a stand-alone activity or hosted with other activities to increase attendance such as a parent-school orientation or registration, kindergarten round-up, parent literacy conference, or an open house.

4 WEEKS BEFORE YOUR WORKSHOP

- Meet with the staff and volunteers involved. Review the program agenda.
- Assign and discuss roles and responsibilities.
- If children are not in school, arrange for supervision and a location for them to gather while the workshop is in session.
- If they are not already engaged in school activities, select educational activities and materials and/or an educational video to engage the children during the workshop.
- Download your workshop invitation and fill in the information needed.
- Make sure the date and time are correct on the invitation.
- Make copies and send your invitations to your parents, other schools, preschools, and Head Start programs in the community.

2 WEEKS BEFORE YOUR WORKSHOP

- Confirm attendance for your workshop.
- Send invitation reminders.
- Select the pre-reading skill storybook you plan to demonstrate for your workshop presentation.
- Practice your presentation.

1 WEEK BEFORE YOUR WORKSHOP

- Confirm attendance for your workshop.
- Send another invitation reminder.
- Practice your presentation.
- Make copies and organize your handouts. Have a few extras on hand. *The main handouts are available in Spanish as needed.*
- Make copies of coloring pages or other activities for the children.
- Have pencils available for parents.
- Gather crayons for the children’s coloring pages.
- Make sure audio equipment is available and in good condition (where needed).
- Personally confirm any needed A/V support.
- Personally confirm that the custodian is aware of the date and time the room needs to be set up. Communicate any room setup requirements.
- Hold a meeting with staff and volunteers to confirm their assignments and responsibilities.
- If appropriate, confirm your refreshments.
- If appropriate, confirm your translator.

DAY OF YOUR PROGRAM

- Set up your program location and materials.
- Connect with staff and volunteers to make sure everyone is there and ready to proceed with their assignments.
- Greet participants as they arrive.
- Enjoy your program.