



Helpful Tips to Organize Your Program

6 WEEKS BEFORE PROGRAM

1. Read through the Facilitator's Notes and PowerPoint® presentation to become familiar with the program.
2. Choose a location for the event.
3. Arrange for a translator for non-English-speaking parents, if appropriate.
4. Plan for light refreshments.
5. Choose a date and time to hold the event.
6. Recruit staff and volunteers who will be involved in supervision so they can save the date.
 - If you are hosting your program during a Book Fair week, coordinate the details of your program with the principal and school staff.
 - The iTEXT™ program can be a stand-alone event or hosted with other school activities to increase attendance.
 - Parent-school orientation/registration
 - Parent literacy conference
 - Open house

4 WEEKS BEFORE PROGRAM

1. Meet with staff and volunteers involved to review program agenda.
 - Reserve a location for the parent program and a location for a student activity.
 - Brainstorm activity ideas with staff and volunteers to select educational activities that will engage the children while adult family members participate in the parent program.
 - Assign and discuss roles and responsibilities.
2. Download your program invitation and fill in the information needed.
 - Make sure date and time are correct.
 - Make copies of the invitation and send out to families.
3. Request or confirm any A/V support or equipment if needed.



2 WEEKS BEFORE PROGRAM

1. Confirm attendance for the program.
2. Send out invitation reminders. Use school morning news and other promotional strategies to get the word out to your community.
3. Practice your presentation.
 - Internalize the talking points and make them your own.
 - Think of reading challenges for your own children or yourself. Use these within your program.
4. Make copies and organize your handouts. Have a few extra on hand.
5. Have pencils available for parents.
6. Make sure audio equipment is available and in good condition.
 - Reserve audio equipment for your program date.
 - Request these be available 2 hours prior to the program so you can test everything.
7. Personally confirm the custodian is aware of the date/time you will be occupying the room.
 - Confirm the setup needs and requirements.
 - For registration, request a table you can use to set out books and handouts for parents to pick up when they arrive.
8. Hold a meeting with staff and volunteers to confirm assignments and responsibilities.
9. Confirm refreshments (if planned).
10. Confirm translator (if needed).

DAY OF PROGRAM

1. 2 Hours Prior
 - Set up the program location and materials for tables.
 - Set up audio equipment and test.
 - Connect with A/V support to have them on stand-by.
 - Check around the room for visibility so all audience members have a clear, unobstructed view of the PowerPoint presentation.
 - Check microphone (if needed).
2. Connect with staff and volunteers to make sure everyone is there and ready to proceed with their assignments.
3. Have your set of handouts and books ready to use during your presentation.
4. Set up food (if planned).
5. Play music to create a fun, upbeat environment.
6. Greet families at the entrance as they arrive.