

Simple Strategies for Successful Event/Meeting Planning

The Family & Community Engagement Services (FACES) Department looks forward to working with your school and community to host an event planning or an initial family event and community meeting. Our goal is to support as many families as possible through encouraging schools to engage and support parent organizations. Here are some effective and efficient tips for increasing parent participation at school/community's event:

Create a flyer for the event. **Please promote the event by:**

- ✓ Sending the flyer home with students.
- ✓ Posting the flyer or posters in the front office, front of school, and other visible areas for parents and families.
- ✓ Ensuring teachers and staff know about the event so they can promote it as well.
- ✓ Preparing and sending out messages on Parentlink so that parents get calls or e-mails about the event. Consider having a student record the message.
- ✓ Adding the event to the marquee or outdoor billboard.

Before the Event

During the Event/Meeting

- ✓ Place a welcome sign outside of the room where the event will be held.
- ✓ Ensure an administrator is present to welcome the attendees and introduce the goal of the meeting/gathering.
- ✓ Consider providing light refreshments for the participants.
- ✓ Have notecards or a short survey to gather suggestions or needs from families for future events.
- ✓ Talk with the participants after the event to gather information and to answer questions they may have about the school.

- ✓ Send a thank you e-mail or message to parents and families that attended the event.
- ✓ Plan your next meeting/event based upon your families' interests and needs.

After the Event

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