

HELPFUL TIPS TO organize your workshop

6 Weeks Before Your Workshop

Note: The Summer Reading Parent Workshop can be a stand-alone activity or combined with other activities – an orientation or registration, a kindergarten round-up, parent literacy events, or an open house – to boost attendance.

- Read through the Facilitator’s Guide handout to familiarize yourself with the flow of the program.
- Choose a date, time, and location for the event.
- Coordinate the event with your Book Fair chairperson if you are hosting your workshop during Book Fair week.
- Advertise the event in your parent newsletter, social media, and school website.
- Arrange for a translator for non-English-speaking parents, if possible.
- Plan for light refreshments.
- Recruit staff and volunteers so they can mark their calendars.

4 Weeks Before Your Workshop

Meet with the staff and volunteers to:

- Review the program agenda.
- Assign and discuss roles and responsibilities.
- Download your workshop invitation and fill in the information.
- Make sure the date and time are correct on the invitation.
- Copy and send invitations to your parents, other schools and preschools, and Head Start programs in your community.

2 Weeks Before Your Workshop

- Confirm attendance for your workshop.
- Send invitation reminders.
- Select the handouts you plan to share during 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 pencils and paper available so students can create their summer reading booklists.
- Make sure audio equipment is available and in good condition.
- Personally confirm any needed A/V support.
- Personally confirm that the custodian is aware of the date, time, and room setup needs.
- Meet with staff and volunteers to confirm their assignments and responsibilities.
- Confirm any refreshments.
- If necessary, confirm your translator.

Day of Your Workshop

- Set up your program and materials.
- Ensure staff and volunteers are in place and understand their roles.
- Greet participants as they arrive.
- Above all, enjoy your workshop.