Preparation Checklist

**Intent**
- Read parent educator resources relevant to the topic and the targeted age range.
- Choose parent handouts based on the topic, parents’ previous requests for information, or child development.
- Prepare rationale statements for the activities and determine methods for sharing them, such as posters, signs, or handouts.

**Learning activities**
- Prepare a written agenda or schedule (if appropriate) that includes the format, topic, ending time, and so on. For parent-child activities, plan a method for sharing this information (for example, do participants proceed from activity to activity at their leisure? Will there be free time followed by group participation?)
- Consider placement of activities based on the ages of the children attending, size of the room, safety considerations, and type of activity (water play, riding toys, book sharing).
- Plan for set up and tear down of activities based on when the venue is available, staffing, custodial help, transportation of materials, accessibility to entrance and exits, and loading zone restrictions.

**Facilitation methods**
- Plan to welcome families with check-in tables, adequate staffing, signs, sign-in sheets, name tags or tents, places for coats, stroller parking, and an icebreaker activity (if appropriate).
- Prepare for introductions or opening remarks based on the format chosen, number of families expected, and the presenters or program personnel attending.
- Plan for announcements and ground rules (if appropriate).
- Prepare discussion based on the topic, area(s) of emphasis, child development, and parenting behaviors.
- Plan opportunities for parents to process and apply information by sharing their observations and perspectives, asking questions, and connecting the information with personal experiences.
- Plan to summarize the presentation (if applicable), allowing time for Q&A. Determine the method and timing for distributing incentives or attendance prizes and for offering refreshments. Remember to close by thanking everyone for attending and contributing.

**Documentation and evaluation**
- Ask participants to complete an evaluation (include feedback forms from presenters or facilitators).
- Take photos or sketch drawings showing placement of activities.
- Retain the presentation/discussion outline, slides, key messages shared, notes on the discussion, parent handout(s) or resource(s) provided, attendance sheet(s), and fliers used to advertise.
- Note what worked well and what could be improved.