

HEAD START of LANE COUNTY Family Event Planning Form

Region / Site:		Date/Event Time:	
WHAT	WHO	WHEN	COMMENTS/ADDITIONAL DETAILS
Develop agenda			
Greeter			
Theme or general purpose			
Curriculum input			
Resource or FS information			
Policy Council			
Optional: DAP Movement/Wellness Literacy story time (English/Spanish) Drawing/door prizes			
Presenters Get leaders/interpreters/PC reps /speakers			
Room Reservation: write in location			
Passport: develop/print (optional)			
Signs: develop/print (optional)			
Handouts: develop, translate, make			
Fliers Design Print Distribute Make reminder calls/visuals (optional)			
Childcare			
Sign in/out Sheets Parents / HS Child / Siblings or other			
CD player music, movement CDs (optional) Reserve equipment as needed			
Food Arrange helpers			
Determine menu / order			
Snack or meal			

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Set up:			
Obtain staff sign up for all activities			
Staff to prepare food			
Staff to serve food			
Activity leaders as needed			
Activity leader 1			
Activity leader 2			
Activity leader 3			
Activity leader 4			
Clean up:			
Clean up serving table, dishes			
Bag up extra food for families			
Take trash out			
Put back tables, chairs			
Straighten up childcare rooms			
Building Security			
Check that rooms are clean / locked			
Check all exterior/interior doors & windows			
Check that everyone is out of the building			
Turn on alarm			
Follow up			
Required forms to Food Service Manager			
Required documentation in Family Information notebook			
Current Family Event report posted in parent area			