

## Planning a Family or Parent Event ~~ Let's Get Started ~~

### **At least 6 weeks before the event:**

Determine what type of event you want to use to kick off your first (or reignite) your group.

Know about supports offered through the Federation of Families and your Coordinator of Family Involvement.

Set a date.

1. Things to consider;
2. Time of day can contribute to whether you need child care or not and the availability of the caregivers.

### **At least 5 weeks before event:**

Find a location.

1. Do you need a separate room for youth & child care?
2. Do you need separate support staff for each group?
3. If there is a cost involved in the location, can you reasonably sustain the charge over time?

Child Care or youth activity:

1. Things to consider;
2. Will you divide up the ages?
3. Where you can get support with child care coverage?
4. Is there funding for this?
5. Is there enough time to help the CFTs to come up with a plan of their own to cover child care? Remember plan A and plan B

### **At least 3 weeks before event:**

1. Determine if you are going to request funds from Oklahoma Federation of Families.
2. If so, develop an itemized list of expenditures and complete a request for funds form.
3. Fax or mail to the Oklahoma Federation of Families

Advertise! Advertise! Advertise!

1. Make Flyers
2. Distribute flyers
3. Depending on what you are kicking off with, advertise in local newspaper. Funding through Oklahoma Federation of Families can help with this.
4. Announce at the Community Coalition.
5. Encourage Community partners to “spread” the word.
6. Post at laundry mats.
7. Post on School Bulletin boards.

**At least a week before the event:**

Finish the planning.

1. Who will do what and when?
2. Plan and set date of the *next* event/meeting.
3. Create a flyer to hand out at event that invites them back to the next meeting.
4. Ask a family member from your group to be a greeter at your event.
5. Train the family member how to be a greeter.
6. Develop agenda, and sign in sheet.
7. Pick up any necessary supplies.
8. Keep copies of the receipts to turn in to Oklahoma Federation of Families.

**The day before the event:**

Final Stage:

1. All staff should call to remind the parents of the meeting.
2. Call and confirm location. Make certain there have been no last minute changes.
3. Call the family “Greeter” and ask if they have any last min. questions.
4. Make sure all handouts or supplies are purchased, copied and ready.
5. Remind and encourage all staff to attend.

## **The day of the event:**

1. Confirm with the Greeter family that they will meet you at the meeting location at least 30 min before the meeting starts. (Staff as well)
2. Arrive at meeting location at least 30 min ahead of time to set up meeting room.
3. Don't forget the sign in sheet.
4. Staff that has to provide transportation should be there no later than 15 min before the event.
5. During the closure of the meeting, hand out flyers for next meeting and ask for a volunteer to help with developing of flyers that will be given out at the next meeting. (You are already looking ahead two meetings out.)

## **No longer than a few days after the event:**

Reflect on lessons learned.

1. Keep a file where you will have the agendas for the meetings.
2. Also keep the sign in sheet for future reference.
3. If you requested funds from Oklahoma Federation of Families before the event, send copies of the receipts to them within a couple of days of your event.
4. If you are going to request reimbursement of funds from Oklahoma Federation of Families, make copies of receipts and complete a request for funds form.
5. Fax or mail to the Oklahoma Federation of Families.
6. If you used any evaluations, review them together.
7. Make a list of things you would like to change.
8. Make a list of where you can help support family members to complete some of the tasks.

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