

Parent Training Event Planning Checklist

Before the Event

- ✓ Define the goal of the training
- ✓ Identify the target parent audience
- ✓ Choose the date, time, and format
- ✓ Secure the location or virtual platform
- ✓ Confirm presenters/facilitators
- ✓ Prepare handouts, slides, and materials
- ✓ Set up registration
- ✓ Promote the event
- ✓ Arrange technology, refreshments, and childcare if needed
- ✓ Send reminder emails

Day of the Event

- ✓ Arrive early and set up
- ✓ Test all technology
- ✓ Welcome participants and review the agenda
- ✓ Deliver the training
- ✓ Collect feedback forms

After the Event

- ✓ Send thank-you email
- ✓ Share follow-up resources
- ✓ Review feedback and attendance
- ✓ Note ideas for next time