

Little Learners Workshop

PLANNING SHEET

Workshop Focus:

What is the focus for this workshop? (Academic / Social-Emotional / Kindergarten Readiness / Other)

Topics:

What topics will be covered during this workshop?

Scheduled Date: Facility Use Form

What is the date, time, and location for workshop?

Audience Target:

Who is this workshop designed for?

Staff Participants: Payroll Forms

*What staff will be involved?
What is their role?*

Volunteers:

Will volunteers be necessary?

Guest Speaker: Requisition or Payroll Forms

Will you have a guest speaker? Who?

Childcare:

Is childcare necessary? Who will provide it?

Food / Refreshments: Requisition

*Will you have food or refreshments?
Who will do the shopping?*

Resources / Supply Bags: Requisition

*What resources and materials will you provide?
Will you provide supply bags?
What will be in them?
Who will do the shopping? How will you collect the items?*

Communication

How and when will you communicate with workshop attendees?

- Press Release / Newspaper
- Community Bulletin Boards
- Flyers with students
- Reader Board
- Phone invitation/reminders

- Other:
 - Twitter
 - Facebook
 - School
 - PTA
 - Community
-