

Family Activity Night Planning

Plan a celebration! Our theme is: _____

1. What is the best time of day to offer this activity? Immediately after school? On Friday nights?
Write the day and time here:
2. What do we want to happen at this night? What are our goals — to help families meet other families and staff, or learn something? Write goals here:
3. How are we going to help families get to know each other and the staff? Write ideas here:
4. What is our main activity of the night?
5. Are we going to serve food? How will it be prepared — will we have families help make or bring the food?
6. If we are going to have an educational event, how will we do this? Will we show a video? Bring in a guest speaker? Lead the group in an activity? Write ideas here:
7. How will we wrap up the evening?
8. How will we measure its success?