



P.E.P. Talks Event Checklist

Parent Engagement Program: Connecting BVSD IT & Families

Logistics:

- Establish planning facilitator and/or group
- Find a central location in your community
- Complete any necessary building use form
- Submit your school's event to the P.E.P. Talk Calendar using [this form](#).

Marketing:

- Use any promotional materials on the P.E.P. Talk website
- Share your event on school calendars, newsletters, websites, social media, etc.
- Tweet your event and tag #BVSDLearns and @BVSDEdTech

Review monthly resource bundle (this should take approx. 30 minutes)

- Copy any handouts or resources
- Gather any other necessary items

Final preparation

- Post proper signage
- Arrange room furniture for discussion
- Make sure doors are unlocked
- Communicate parking arrangements

After the event

- Complete [feedback survey](#) (found in event materials)
- Clean room
- Provide resources to participants as needed
- Reflect on how to move forward with the next event