



# 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 @BVSEdTech

## ☐ **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