



Family Math Event Planning Tool

Teacher Name/Classroom: _____

Type of event:

Morning Math Café _____ Structured Math Activity _____ Family Math Night _____

Other (describe): _____

Describe the overall goal of the event - what do you want parents to learn/see/experience?

When will your event take place?

During program hours: _____ After hours: _____

Day: _____ Time: _____

Will you need to provide:

	Yes	No	Not Sure	Person to check with
Child care				
Food				
Transportation				
Other (describe):				

Will your event involve:

	Yes	No	Not Sure	Person to check with
Only your classroom				
Multiple classrooms				
Entire program				

Will you host the event by yourself or with another staff person (e.g., another teacher, family advocate, education manager, etc.)? List any additional staff people who will help to run the event and how they will work with you:

Staff person	Role/responsibilities during event

Describe the major activities that will take place during your event, who will be participating in each segment (e.g., parents and children together, parents only, etc.), the materials you will use during your event, and the materials you plan to send home with families (e.g., handout listing math learning goals, handout with suggested home activities, list of math-themed picture books, etc.):

Activity description	Participants	Materials needed for activity	Take-home materials for families
1.			
2.			
3.			
4.			
5.			

How will you let parents know about the event?

	Check all that apply
Flyer	
Classroom newsletter	
Front office posting	
In-person communication	
Phone call	
Other (describe):	

How far in advance will you tell parents about your event?

_____ *days/weeks*

How might you gather feedback from parents after the event (e.g., what they learned, what they liked best, how they plan to use materials at home)?

Describe any obstacles or challenges you might face in carrying out this event, and steps you can take to address them:

Obstacle/challenge	Steps you can take
1.	
2.	
3.	
4.	

