



MATH MEDLEY EVENT PLANNING CHECK-OFF SHEET



Preliminary (at least four weeks in advance):

- Set and confirm date, time, and location
- Reserve room/location
- Determine station facilitators
 - If using students as station facilitators, send home permission slips
 - Give parent/teacher station facilitators their packets
- Recruit a volunteer to take photos/video of the event
- Announce Math Medley:
 - Include on school website and in school newsletter*
 - Display on school marquee
 - Send press release to local paper*

Two weeks in advance:

- Send home flyers
- Invite local reporters, district personnel, or anyone interested in parental engagement programs

One week in advance:

- Confirm facility, number of tables, availability of at least two large garbage cans/recycling bins
- Collect flyer attendance slips and determine number of activity sheet copies to be made
- Complete the advanced prep for each station
 - If station facilitators are responsible, collect their prep work and facilitator packets
- If using students as station facilitators, complete training

Day of event:

- Set up room
 - Cover tables with colored butcher paper/plastic cloth (optional)
 - Hang banners
 - Set up activities at each station including garbage cans/recycle bins at *Snails and Trails* and *It's About Time* Stations
 - Make sure restrooms are open

After event:

- Send thank-you notes to any volunteers, special guests, staff etc.
- Post photos/video to school website

* see Communications Packet for sample