

# PLANNING A SUCCESSFUL PARENT NIGHT

## GETTING FAMILIES INVOLVED

A parents' night is a great opportunity to connect with parents, share valuable information, and build a sense of community. A successful event can help establish a strong foundation for parent-teacher relationships and set a positive tone for the entire school year. Below are tips to help you make your next parents' night an unforgettable, and enjoyable experience for everyone.

### LOCATION

Pick a space that will accommodate everyone comfortably. Make certain all the necessary technology and resources are available to accomplish your goals. Test the equipment before the event.

### INVITE

Send out personal invitations before the event.

### ENGAGE EVERYONE

Plan activities that not only extend the event's theme but also encourage active audience participation. Build in activities that allow students and parents to discover the program together.

### QUESTIONS

Build in time for questions.

### HAVE FUN

After spending hours planning the event, coordinating dates, publicizing, taking care of logistics, and planning activities, your event is set for success. Don't forget to relax, have fun, and enjoy the event that will bring you, your students, their parents and the community closer together.

### PLAN AHEAD

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Plan your event in advance to ensure sufficient time for the logistics. Consider the following questions: when will you hold your event? Weekday afternoons and evenings are typically best for parents' schedules. For a school-wide event, it's not uncommon to block off an entire afternoon. Make sure to check school and community calendars to avoid conflicts.

### PICK AN ENGAGING THEME

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The best topics excite and engage students and their parents. The best themes usually connect to current programs in your school. Make sure planned activities tie into the theme of your parent event. Keeping all aspects of the event united under the same theme will help you publicize the event and get the message across.

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### PUBLICIZE

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When advertising your event, emphasize that parent night is designed to provide a time for parents to learn more about the topics selected and planned to support the students success in school. Promote the event with signs and posters in school, during intercom announcements, and on flyers sent home to parents. Don't forget to include announcements in the school newsletter and on the school website, too. Attendance will depend on your success at building excitement around the event – so get people excited!

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