

Time Line:

6 weeks before (or more)

- Schedule date and put on school calendar.

4 weeks before

- Line up teacher and/or parent volunteers for support.
- Gather items for door prizes.

3 weeks before

- Send home flyer to families.
- Hang posters as reminders.
- Talk to students about the evening (Really talk it up!).
- Have it announced on the morning news.

2 weeks before

- If requesting RSVPs, have them turned in now. There will always be late arrivals.
- Continue to talk up the evening to the students. Perhaps offer a reward to the class with the most attendance (free homework passes, pizza, ice cream, extra computer time – whatever your budget will accommodate). Remember to talk about the door prizes.
- Do a reminder announcement on the morning news.

1 week before

- Send home reminder letter.
- Gather all necessary materials.
- Do a “run-through” of the evening to be sure that all programs have been installed correctly.
-

Day before

- Remind students of the evening. Remind them to remind their parents.
- If desired, send home final reminder letter to those who responded.
- Prepare a box for participants to put their names for the door prize drawings.

Day of Event

- Announce on the morning news. Remind students one more time!
- Set up computer lab or stations with the necessary handouts.
- Have door prizes ready and displayed as participants enter.