

Family Health Night

Organizer's Master Schedule:

Before the event:

Work with district printing dept to create uniform tabletop signs for each booth ("I am your school's nurse", "I am your school's Mental Health Specialist", "I am your school Community Partner", etc.) The cheapest and sturdiest were seven 18 X 24 yard signs cut on half to create fourteen 18 X 12 signs with stands glued to the backs.

Send out Donation Request letters to surrounding local businesses (local grocery store donated reusable grocery bags, restaurant gift cards, etc.)

Distribute initial "Health Night Flier" two weeks before event then "Follow-up Flier" the week of the event.

Prepare door prizes

Print Learning cards & collect pens

Purchase two different colors of tickets (single tix for food and duplicate ones for door prizes)

Print "Welcomers Instructions"

Confirm attendance with all booth presenters (Introductory signage, 6 ft table and plastic table covering included, bring own extension cords, if needed)

Secure delivery of tables from district and collect free-standing arrow signs

Pre-stuff handouts into swag bags ("Digital Citizenship for Parents", extra handouts, etc)

Order Little Ceasar's Pizza for pick up

Day of the event:

Set up tables/chairs after school 4:00pm

Booth participants can start setting up starting at 5:00pm.

Have map of booth layout, Learning Cards, pens and Welcomers Instructions ready

Food should be set up and event starts at 6:00 PM. (PTA may be willing to pay for pizza)

Announcements at start of event:

Thank: Food providers

District and School Supporters and Health Care Specialists

Student Volunteers (Latinos in Action or other groups)

PTA Volunteers

Community partners

After the event:

Compile Learning Cards and Distribute Referrals to Healthcare team members

Send out Event Evaluation via Google Forms