KY Family Math Night Action Planning Template

Use this template to outline and develop a comprehensive plan for KY Family Math Nights at your school.

| **Task** | **Lead** | **Notes** | **Status (Pending/Completed; Date)** |
| --- | --- | --- | --- |
| *Plan and coordinate dinner* | *Mrs. Ramirez* | *Coordinate with the PTA president to have volunteers serve hot dogs, hamburgers, chips, fruit salad, and drinks. Coordinate food order with facility manager by 2/20.* | *Completed, 2/15/20* |
| **6 weeks before KY Family Math Night** |
| Select date and time |  |  |  |
| Select event location |  |  |  |
| Develop plans for inviting participants and creating promotional materials |  |  |  |
| Form your KY Family Math Night facilitator team (at least five teachers/leaders and MIT) |  |  |  |
| *Additional task* |  |  |  |
| *Additional task* |  |  |  |
| **5 weeks before KY Family Math Night** |
| Recruit additional volunteers (as needed to support set-up/ dinner/clean-up) |  |  |  |
| Begin promoting event |  |  |  |
| Solicit donations for raffle prizes |  |  |  |
| Plan and coordinate dinner |  |  |  |
| *Additional task* |  |  |  |
| *Additional task* |  |  |  |
| **3 weeks before KY Family Math Night** |
| Assign roles and train facilitator team members on math station activities |  |  |  |
| Develop list of materials and printing needs |  |  |  |
| Develop list of technology needs (e.g. projector, screen, extension cords, etc.) |  |  |  |
| Order materials (if needed) |  |  |  |
| *Additional task* |  |  |  |
| *Additional task* |  |  |  |
| **1 week before KY Family Math Night** |
| Sort and prepare materials for each math station |  |  |  |
| Print handouts and station prompts |  |  |  |
| Run through each math station activity to ensure all facilitators understand the activity and their role |  |  |  |
| Confirm volunteer assignments and provide final instructions |  |  |  |
| *Additional task* |  |  |  |
| *Additional task* |  |  |  |
| **Day of KY Family Math Night** |
| Set up all station activities |  |  |  |
| Have a greeter to welcome families and have them sign in as they enter |  |  |  |
| *Additional task* |  |  |  |
| *Additional task* |  |  |  |