

KIT FOR NEW PARENTS WORKSHOP SERIES CHECKLIST

Workshop Name: _____

Session #: _____ Expected # of Participants: _____ Facilitators: _____

Location: _____ Date: _____

TOPIC	PLANNING TASKS/ITEMS	COMPLETED
Recruitment	Identify target audience (encourage parents to bring partners)	
	Determine which time of day works best for parents	
	Write and send emails/flyers	
	Ask if child care is needed & ages of children	
	Send confirmation of registrations	
	Create final participant list	
Venue	Is room large enough?	
	Are there enough adult-size, comfortable chairs?	
	Is there a wall or screen on which to project video/slides?	
	Are there bathrooms close by?	
	Is there a room for child care?	
Child Care	Is the room large enough for the number of children?	
	Do you have adequate materials (toys, paper for drawing, crayons, play dough, books, blocks, cribs or pack 'n' plays for infants/toddlers who may nap)?	
	Do you need snacks for the children (nutritious and developmentally appropriate)?	
	Is there a bathroom for children who are potty trained?	
	Are the child care providers adequately prepared & trained?	
	Is there an adequate ratio of adults to children?	
Interpreter	Will an interpreter be needed?	
Refreshments	Determine refreshments	
	Purchase refreshments	
Kit for New Parents	Order Kit for New Parents – enough for all participants (Session 1 only)	
Materials for Each Session (please also see session scripts for comprehensive materials list for each workshop)	Incredible Years DVDs (see session script for which DVDs to bring; check out DVDs from First 5 in advance)	
	Power Point saved to flash drive	
	Copies of script for facilitators (read in advance to prepare for session and prioritize topics)	
	Copies of current session's handouts – enough for all participants	
	A few copies of previous session's handouts (for those who forget to bring them back)	
	Sign-in sheet	
	Copies of Evaluation Form – enough for all participants	

Materials for Each Session, Cont.	A few extra Kits for New Parents, for those who forget to bring them back	
	Chart paper & easel	
	Markers	
	Laptop	
	Speakers for laptop (if applicable)	
	Projector	
	Projector screen (only if venue does not have one)	
	Tape	
	Incentives/rewards for parent participation (e.g., stickers and/or healthy snacks)	
	Parenting Pyramid Poster (toddler/preschool series only)	
	Pens	
	Paper ware/utensils (cups, plates, forks, napkins, etc.)	
	Extension cord	
	Name tags	
	Chart paper recordings from previous session	
	Certificate of completion (last workshop only; template provided)	
	Materials unique to each session (please see session scripts for unique items that may be needed for a particular session)	
	Take-Home Items for Specific Sessions:	
	<u>Session 1 toddler/preschool</u> : Kit for New Parents (enough for all participants)	
	<u>Session 2 toddler/preschool</u> : Open-ended toys	
	<u>Session 3 toddler/preschool</u> : Routine charts or routine chart images	
	<u>Session 5 toddler/preschool</u> : CSEFEL Family Routine Guide	
	<u>Session 1 infant</u> : Board books	
	<u>Session 3 infant</u> : Copies of the “What I Am Like” handout, Baby proofing items (optional) – e.g. packets of outlet covers, cabinet locks, etc. for parents	
	SESSION CONTENT PREPARATION	
	Have I thoroughly read the current session’s script and prioritized my content areas?	
	Have I reviewed the video vignettes for the upcoming session so I know how to navigate them?	

BUDGET WORKSHEET

TOPIC	ITEM	COST
Child Care	Child care	
	Materials for child care room (toys, etc, if not already on site)	
	Snacks for child care (if not provided by site)	
	Child care staff (approx \$20/hour per person)	
Refreshments	Refreshments	
	Paper ware, utensils (cups, plates, forks, napkins, etc)	
Interpreter	Interpreter	
Materials	Handouts (cost of paper and ink to print)	
	Chart paper/easel	
	Markers	
	Pens	
	Nametags	
	Take-home items: <u>Session 1 toddler/preschool</u> – Open-ended toys <u>Session 2 toddler/preschool</u> – Routine charts <u>Session 1 infant</u> – Board books <u>Session 3 infant</u> – Baby proofing items	
Incentives	Incentives for parent participation	
Staffing	Workshop leaders' time, including preparation time	