

Things To Do or Consider When Planning Your Literacy Night

- Get volunteers in advance
- Send out a parent permission form/family invitation two weeks prior to the event so you have a head count.
- Send out a reminder a few days prior to the event
- Make arrangements for where your event will take place. If tables are needed, the cafeteria works well. Use classrooms or a divided gym for stations.
- Have the book you are reading on power point for the whole group activity. You want everyone to see the pictures
- Give station directions to the volunteer for each station, in advance, so they are familiar with the activity and can practice if needed.
- Decorate according to your theme. Include a backdrop for the family photo.
- Clearly mark the stations
- Double check each station for all needed materials before the event
- Clearly mark designated group areas for the opening and closing of grade specific events (groups that rotate together sit together during the opening activity and closing)
- Plan a small snack (example- for grade specific event individually wrapped crackers, cookies & bottled water, for whole group event a table with trays of snacks such as cookies, cheese and crackers, nachos, etc.)
- Have a sign in table for documentation
- Have a microphone available when addressing the group as a whole

- Have a time keeper for grade specific literature nights to keep the event on schedule and help groups switch stations. You can also make this person the 'runner'.