

Figure 7.11 ML Family Night Event Planning Tool

Title of event:								
Date and time:								
Location:								
Purpose:								
Participants:								
<p><b>Possible barriers to ML family attendance with solutions:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Barrier 1:</td> <td style="width: 50%; padding: 5px;">Solution:</td> </tr> <tr> <td style="padding: 5px;">Barrier 2:</td> <td style="padding: 5px;">Solution:</td> </tr> <tr> <td style="padding: 5px;">Barrier 3:</td> <td style="padding: 5px;">Solution:</td> </tr> </table>			Barrier 1:	Solution:	Barrier 2:	Solution:	Barrier 3:	Solution:
Barrier 1:	Solution:							
Barrier 2:	Solution:							
Barrier 3:	Solution:							
Agenda (key activities for event):								
<b>Task</b>	<b>Description</b>	<b>Person or People Responsible</b>						
Reserve space and date								
Invite teachers, staff, and interpreters								
Plan publicity and disseminate								
Provide food and drink								
Remove possible barriers for families								
Share additional resources with ML families								
Invite community organizations								
Other: _____								