

SEPAG Kickoff Meeting

Step-by-Step Planning Guide

THE ESSENTIALS



Date & Time

Best Practice: weeknight evenings

- Check district calendars for conflicts
- Avoid testing dates & holidays
- Avoid BOE meeting dates
- Survey your parents for input



Location & Setup

Options: school, cafe, library, virtual

- Check with the district for space
- Confirm parking and accessibility
- Consider a virtual/hybrid option
- Confirm any tech needed/test it



Community Outreach

Start Early! Use multiple formats

- Work with the district to reach parents
- Communicate the value of the group
- Share online, at the busstop, at pickup, at community/district events...)



Materials & Resources

Keep it Simple! Bring what you need

- Bring a sign-in sheet
- Test technology access, if presenting
- Work with your district leader to arrange childcare or transportation, if possible

SUGGESTED PLANNING TIMELINE

1 month before

- Secure a meeting location
- Draft a meeting agenda
- Share meeting info (social media, flyers, district email, district calendar)

1 week before

- Test tech/virtual option in the space, if needed
- Pick up food and supplies, if needed
- Final confirmation with any presenters (logistics)
- Start getting excited

2 weeks before

- Send reminders to parents
- Re-share meeting details
- Create meeting materials, if needed

Day of kickoff meeting

- Arrive early to set up the meeting room
- Hang signs with directions
- Open the virtual meeting, if needed
- Welcome parents and ask them to sign in

