

# SEPAG Kickoff Meeting

## Your Step-by-Step Planning Guide

### THE ESSENTIALS



#### Date & Time

**Best Practice:** weeknight evenings

- Check district calendars for conflicts
- Avoid testing dates & holidays
- Survey a few parents for input
- Avoid late bus & afterschool conflicts



#### Location & Setup

**Options:** school, cafe, virtual, library

- Work with liaison for space arrangements
- Confirm parking and accessibility
- Consider a virtual/hybrid option
- Check tech setup in the meeting space



#### Community Outreach

**Start Early!** Use multiple formats

- Work with liaison to reach district parents
- Communicate the value of the group
- Use customizable templates from BRIDGE
- Share online, at the busstop, pickup, ...



#### Refreshments & Materials

**Keep it Simple!** Bring what you need

- Ask local businesses for donations
- Print extra copies of meeting materials
- Work with liaison to arrange childcare or transportation, if possible

### PLANNING TIMELINE

#### 1 month before

- Draft meeting agenda
- Share meeting info (social media, flyers, district email, district calendar)
- Request food/beverage donations

#### 1 week before

- Test tech/virtual option in the space
- Create feedback form (template available)
- Pick up food and supplies, if needed

#### 2 weeks before

- Send reminders to parents that RSVP'd
- 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



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More information and resources are available online at [cesp.rutgers.edu/BRIDGE](https://cesp.rutgers.edu/BRIDGE).



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