

Family/Community Communication Plan

TOPIC & FREQUENCY	
What is the topic you are communicating to families/community?	
How will this topic be conveyed to families/community?	<ul style="list-style-type: none"> - In person (meeting) - Hard copy print (newsletter, flyer, etc.) - Email - Website - Video - Phone - Other
How often will this occur? Specify dates if applicable	
What is the goal of you providing this information to families/community?	
Who is responsible for managing this event?	

VARIED APPROACH	
Is the type of communication strategy varied?	<ul style="list-style-type: none"> - Language modification - Limited reading - Larger print - Other
Have you considered: (if applicable to type of event)	<ul style="list-style-type: none"> - Single parent homes - Stay at home parent - Homes without internet/computer - No transportation - Families unable to attend - Varied times offered - Varied formats offered (paper, electronic, etc.)
What other resources will you need for this event?	

FEEDBACK

How will families/community feedback be collected after the topic is covered?	<ul style="list-style-type: none">- Forum- Surveys- Suggestion box- Email- Other
What questions should be included in the feedback?	

ANALYSIS & EVALUATION

How will the families/community feedback be analyzed & evaluated?	
Who else will you share the families/community feedback with in your district?	
When will you assess the implications of this event when planning for future events?	

NEXT STEPS/NOTES

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