

# LCFF Forum Logistics Checklist



## The Facility

- Secure location for the forum as early as possible.
  - ✓ Provide **at least two weeks** notice to forum participants
  - ✓ Confirm date and time with facility manager & provide list of needs for the forum
  - ✓ Several days prior to forum, reconfirm all the details, and confirm key points:
    - ✓ Who will open the facility?
    - ✓ Will there be staff available to assist with set-up & clean up?
    - ✓ Who will be in charge of child care if provided, and where will that be?
    - ✓ Who will lock up and set alarm?
  
- Safe, clean and family friendly**
  - ✓ Offer/arrange on-site child care with local service groups clubs (e.g., Girl Scout Troops; local parent teacher clubs; school leadership students; teachers and other adults including retired people) with activities that keep kids engaged and won't pull parents from the forum.
  - ✓ Be sure that restroom facilities are available, clean and easily accessible for forum participants and children.
  - ✓ Bottled waters and simple finger snacks for your participants (optional but nice)
  - ✓ Identify and secure a translator(s). Secure simultaneous translation equipment, if available.
  - ✓ Provide security, if needed / appropriate.
  
- Gather Printed Resources**
  - ✓ Read and review CSBA resources for LCFF at [www.csba.org/LCFF](http://www.csba.org/LCFF)
  - ✓ Collect any local material you have developed.
  - ✓ *Get material translated if necessary.*

## Data Preparation

- Get information necessary to customize PowerPoint slides with your local data.
  - ✓ Slide 7 unduplicated enrollment of Low SES, ELL, Foster and all other students.
  - ✓ Slide 10 – What programs do we have now? [**Or** develop you own handout.]

## Marketing the Forum & Inviting Participants

- Advertise the forum through locally effective strategies: web sites, school letter to home, word of mouth, email, automatic phone calling, et cetera
- Recruit volunteers to help:
  - ✓ Set up the room
  - ✓ Greet and sign in participants
  - ✓ Distribute materials
  - ✓ Collect questions and evaluations
  - ✓ Clean afterwards

# LCFF Forum

## Logistics Checklist



### Forum Preparation

- Arrange tables and chairs with 5-8 people per table
- Check Lighting, Power / Electricity, Heat / AC controls - who will control it?
- Technology (Computer, LCD Projector, Sound System, Screen or Blank Wall)
- Backup all PowerPoint presentations on memory stick
- Flip chart package (flip chart easel, pens, paper)- to record ideas when they are reported out
  - ✓ Or use technology to capture ideas

### At the tables

- Have simple stick-on "badges" so that participants can write their name on stickers
- Copies of all handouts you intend to provide.
- Provide 3x5 cards / paper

### Just Prior to Forum

- Test your equipment!
- Prepare sign-in table and at least one person to staff it
- Prepare Sign-in Sheet if desired
- Have all handouts copied and in appropriate order for distribution
- Identify someone available to help greet participants and distribute handouts during the forum

### As participants arrive

- Greet participants
- Introduce yourself
- Thank them for coming

### Conducting the Forum

- Start on time, and explain that there are no built-in breaks.
- Explain that there will be some information first, and then time for them to talk.

### Closing the Forum

- Explain what will happen next **locally**.
- What will happen to their input?
- Who do they call for questions?