

Event Planning Tips

1. Consider planning a low-budget activity. (The PT coordinators have determined that we should have only 3 paid events during the year not exceeding \$15/child). We want to be mindful that every family is in a different place financially.
2. Once you know which month you'd like to plan your event for, please think of a specific date and time, and contact Rick and Sue Velez via text at (203) 521-3750 or email at rsrc@optonline.net.
3. The activity should have an ice-breaker and a spiritual component between 7-10 min. This can be an encouraging scripture and an open-ended question. Always end with a prayer. This applies to an activity in a home.
4. Please join with 1-2 other families to host your activity. Host family will be responsible for seeking assistant families. Some families do not have the space to host. This is a great opportunity to participate.
5. It is imperative that your event is timely. Think ahead of your start and end time, and be sure to stick to it. At some events, parents will be dropping off their kids and returning at the scheduled end time. At other events, parents and siblings will be welcomed to stay. That will be determined by the host family and noted in the monthly calendar.
6. The goal for ALL preteen activities is involvement - for the kids to get to know one another, and for us to get to know each other's kids. During your event, ensure that all of the preteens are participating in the planned activity.
7. If you are planning an outdoor activity, please schedule a rain date in advance.
8. It's always a plus to provide light snacks and beverages at your

event. You can text or email the group in advance for snack donations. (NOTE: please be mindful of food allergies).

9. Use parent contact sheet with phone #s for emergencies.