

# HOW TO HOST YOUR EVENT?

## STEP 1 *Attend or watch the virtual training for facilitators. (Less than 1 hour)*

Once you register to host an event, you will be directed to the training videos and resources.

## STEP 2 *Consider your audience. (30 minutes to 1 hour)*

- You will be gathering a group of a minimum of 2 to a maximum of 20 parents/caregivers.
- Choose one of the five stations to start. (You have the option to conduct all five stations over 5 different events.)
- Select a day and time of the week which would best suit your audience.
- Do you have family events or programs already scheduled that this workshop could be incorporated into?
- Do you need to host multiple workshops to accommodate different ages, home languages, etc? (ex. Would your agency need to host a workshop in Spanish and in English?)
- Do you want to host one event with one station? Or, a series of events covering the material in each of the 5 stations?
- Which station and activities in the guide seem most fitting for your audience?

## STEP 3 *In person or virtual workshop. (Less than 1 hour)*

- To set up a virtual workshop, use the Host Resources on the *READY, Set, Go Miami!* webpage for details on different online platforms to use for a virtual event.
- Identify a co-host for the event to assist with in-person participant sign in, answering questions, preparing materials or to assist with virtual logistics of admitting and muting guests, while using an online platform.
- If virtual, ensure that participants are aware of the technology needed to participate.
- If you plan to record the session or take photos, do you have permission from all the participants to do so? (A simple media release form can be found in the [Host Resources](#) on [readyssetgomiami.com](#))
- It is highly recommended to gather the contact information (phone number and address) of all participants in case of an emergency that may be witnessed while on a virtual call.
- Consider your organization's policies, as well.

## STEP 4 *Before the workshop. (Less than 1 hour)*

- Decide on your date, time and venue or online meeting platform.
- Register your event on the *READY, Set, Go Miami!* [readyssetgomiami.com](#)
- Download the *READY, Set, Go Miami!* invitation template from [readyssetgomiami.com](#) under the [Host Resources](#) section and modify it with your details.
- Send the invitation with the workshop time and date to families and collect RSVPs.
- It is highly recommended to send a reminder the day before the event.
- Include in the event confirmation the type of materials and household items that the family may want to have ready for the activities that will be highlighted during the workshop.

## STEP 5 *Day of the event. (Less than 1 hour)*

- Conduct the 45-60 min workshop.
- Set goals with families on which activities they will try at home that week.
- Share year-round early learning and early intervention resources in our community.
- Ask families to complete a survey at the end of the workshop.
- Surveys and resources can be found on the Host Resource section of the *READY, Set, Go Miami!* webpage [readyssetgomiami.com](#)