**Publicize the Event**

Promote PTA Connected SmartTalk Conversations to school leaders and teachers, post flyers in school and around the community, invite families and share announcements with local media outlets.

NAME___________________ EMAIL__________________ PHONE__________________
NAME___________________ EMAIL__________________ PHONE__________________

**Find the Speaker/Presenter**

Research and schedule a speaker who is an expert in digital safety to give a presentation for the first 20 minutes of the event.

NAME___________________ EMAIL__________________ PHONE__________________
NAME___________________ EMAIL__________________ PHONE__________________

**Set-Up and Clean-Up**

Organize volunteers to set up the space and take down after the event ends.

NAME___________________ EMAIL__________________ PHONE__________________
NAME___________________ EMAIL__________________ PHONE__________________

**Host the Event**

Welcome families, serve refreshments and encourage family members to participate actively with their children.

NAME___________________ EMAIL__________________ PHONE__________________
NAME___________________ EMAIL__________________ PHONE__________________