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___________________