

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 _____

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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 _____

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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 _____

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