

## Family Communication Planning Checklist

✓	What to Do	What's the Status	What to Do Next
	Identify communication team		
	Establish communication goals		
	Identify types of information		
	Describe audiences		
	List languages needed		
	List media options		
	Evaluate what works		
	Address frequency and quantity of information		
	Outline emergency preparedness		
	Define staff roles and responsibilities		
	Collect resources for communication		
	Develop tracking system for all families		

Families & Educators Together: Building Great Relationships that Support Young Children, by Derry Koralek, Karen Nemeth, and Kelly Ramsey. Copyright © 2019 by the National Association for the Education of Young Children. All rights reserved.