

Family Literacy Night Event Planning Kit

Grades K–5 | A Complete Turnkey Event

Everything you need to host a successful, engaging literacy night!

- Event Planning Timeline
- 8 Literacy Activity Station Packs
- Station Instruction Cards (Laminate-Ready)
- 10 Take-Home Activity Inserts
- Event Signage Templates
- 🖨️ ■ Registration Flyer Template
- Post-Event Family Survey



Table of Contents

- Event Planning Timeline
- Activity Station Instruction Cards (8)
- Event Signage Templates (8)
- Take-Home Activity Bag Inserts (10)
- Registration Flyer Template
- Post-Event Family Survey

Event Planning Timeline

A step-by-step timeline to ensure your Family Literacy Night runs smoothly. Assign committee members to each phase for easy delegation.

8–10 Weeks Before: Vision & Budget

- Form a Literacy Night Planning Committee (teachers, librarian, parent reps).
- Set a date and time (e.g., Thursday, 5:30 PM – 7:30 PM) avoiding major conflicts.
- Establish a budget (funds for books, materials, refreshments, giveaway bags).
- Select the 8 activity stations from this kit to match your school's goals.

6–8 Weeks Before: Logistics & Volunteers

- Secure the building, cafeteria, gym, and classrooms for station locations.
- Recruit 16+ volunteers (2 per station) + floaters (middle schoolers make great helpers!).
- Send out the 'Registration Flyer Template' (provided in kit) via email and backpack mail.
- Order take-home literacy bags, books, and station-specific materials.

3–4 Weeks Before: Communication

- Send reminder emails/texts. Request RSVPs for headcount (for food/materials).
- Assign volunteer roles and share station instruction cards for pre-reading.
- Print signage, station instruction cards (lamine them!), and family survey sheets.
- Plan the book giveaway or raffle system.

1 Week Before: Final Prep

- Confirm all materials are ready, sorted into station bins.
- Create a map of the school with station locations marked.
- Prep the take-home activity bags with inserts (from this kit) and a free book.
- Brief teachers on the event flow and their roles.

Day Of: Execution

- Set up stations 1.5 hours before start. Place signage at doors and hallways.
- Welcome table: distribute maps, passports/stamp sheets, and name tags.
- Ensure volunteers know where extra supplies are located.
- Take photos (with permission) for the school newsletter!
- Have fun and visit stations with families!

1–2 Days After: Follow-Up

- Collect and review the 'Post-Event Family Surveys'.
- Send a thank-you email to volunteers and families with a literacy tip.
- Debrief with the planning committee: What worked? What to change?
- Plan how to sustain the momentum (e.g., monthly literacy tips newsletter).

Activity Station Instruction Cards

Print these cards on cardstock and laminate. Place one at each station so volunteers and families know exactly what to do!

STATION 01

Cozy Reading Corner

A Place to Get Lost in a Book

■ **Objective:** To foster a love of independent and shared reading by providing a comfortable, inviting space filled with diverse, high-interest books for all K-5 reading levels.

MATERIALS NEEDED

- Assorted books (picture books, chapter books, non-fiction)
- Bean bag chairs, floor cushions, and soft blankets
- Small rugs to define the space
- Reading flashlights (optional)
- Book bins labeled by genre/level

SETUP INSTRUCTIONS (For Volunteers)

Arrange seating in a circular, inviting format away from high-traffic noisy areas. Display books cover-out in bins to entice readers. Dim overhead lights if possible and use lamps/flashlights for a 'camping' feel.

FAMILY INSTRUCTIONS

1. Find a comfy spot together.
2. Pick a book that interests both of you.
3. Take turns reading pages, or read aloud to your child.
4. Use different voices for different characters!
5. Talk about your favorite part of the book when finished.

■ Pro Tips for Families:

- Let your child see you enjoy reading—it's the best modeling!
- If a book is too hard, read it to them. If it's easy, celebrate their fluency.
- Ask open-ended questions: 'What do you think will happen next?'

Event Signage Templates

Print these signs and post them around the school and on classroom doors to guide families to their stations.

STATION 01

Cozy Reading Corner

A Place to Get Lost in a Book

➡■ Please follow the instructions on the table ➡■

STATION 02

Poetry & Popcorn

Fluency and Expression Fun

➡■ Please follow the instructions on the table ➡■

Registration Flyer Template

Customize the blanks on this flyer and send it home 6-8 weeks before the event. Families can return the bottom slip to RSVP.

YOU'RE INVITED!

Family Literacy Night

Read, Play, and Learn Together!

- **Date:** _____
- **Time:** _____
- **Location:** _____
- **Who:** K-5 Students & Their Families

Join us for an evening of fun literacy activities! Visit interactive stations, collect stamps, enjoy a snack, and take home a free book and activity bag. No reading level required—just bring your family and a love for stories!

RSSP by [Date]: Return this slip to your child's teacher or RSVP online at [Link/QR Code]

Family Literacy Night RSVP

Student Name: _____ Teacher: _____

Number of Family Members Attending: _____

Post-Event Family Survey

Print these surveys and have them available at the exit table. Collect completed surveys to measure your event's impact and plan for next year.

Post-Event Family Survey

Thank you for attending Family Literacy Night! Your feedback is essential for planning future events. Please take a moment to complete this short survey.

1. How much did your family enjoy the event overall?

☐ 1 - Not at all ☐ 2 - Slightly ☐ 3 - Moderately ☐ 4 - Very ☐ 5 - Extremely

2. How engaging were the activity stations for your child(ren)?

☐ 1 - Not at all ☐ 2 - Slightly ☐ 3 - Moderately ☐ 4 - Very ☐ 5 - Extremely

3. How engaging were the activity stations for the adults?

☐ 1 - Not at all ☐ 2 - Slightly ☐ 3 - Moderately ☐ 4 - Very ☐ 5 - Extremely

4. How likely are you to use the take-home activities with your family?

☐ 1 - Not at all ☐ 2 - Slightly ☐ 3 - Moderately ☐ 4 - Very ☐ 5 - Extremely

5. How well did this event help you understand how to support literacy at home?

☐ 1 - Not at all ☐ 2 - Slightly ☐ 3 - Moderately ☐ 4 - Very ☐ 5 - Extremely

6. What was your family's favorite station or activity, and why?

7. What is one new thing you learned about supporting your child's reading tonight?

8. What topics or types of activities would you like to see at a future family event?

9. Additional Comments:
