

Workshop Instructor:

Workshop Date:

## EDUCATION ADMINISTRATORS

- \* Identify the Administrators you plan to contact and ask for names of parents to invite to your workshop.
- \* Use the "Date of Contact" boxes to keep track of when you made contact.
- \* Use the "# of Parents to Invite" boxes to keep track of how many names of parents each Administrator gave you to contact.
- \* Use the separate "Invited Parents" worksheet to keep track of each of the parents that each Administrator gave you to contact.

	Administrators Name	Date of Contact		# of Parents to Invite	Phone Number	Email
		Initial	Follow-Up			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NOTE: Print additional lists if you have more than 10 Individuals to contact.