

Workshop Instructor:

TEACHERS

Workshop Date:

- * Identify the Teachers 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 Teacher gave you to contact.
- * Use the separate "Invited Parents" worksheet to keep track of each of the parents that each Teacher gave you to contact.

	Teachers	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.