

Day of Plan for Dream Team Night

Key Links & Information:

- Dream Team FOI
- Dream Team Schedule

High Level Schedule

When	What	Where	Notes

Flow of Families & Dream Teams

Step 1: Enter building at X and are greeted by Y to sign in

Step 2: Are asked to wait at tables until teacher comes to get them

Step 3: Teacher comes to get Dream Team & Child and they all take a picture

Step 4: Dream Team & Child go to Teacher's Classroom

Step 5: Dream Team!

Step 6: Dream Teams are asked by Teacher to sign out in X and take Family Survey

Step 7: Dream Teams sign out in X, take Family Survey and are warmly thanked for coming

Action Items for Dream Teams:

- Sign In
- Sign Out
- Take Picture (RD 1 Only)
- Take Family Survey

Staff Roles:

Role	Who	R&R
Family Greeter	X-X: NAME X-X: NAME	Greet families warmly & direct them to sign in
Sign In/Sign Out/Survey	X-X: NAME X-X: NAME	Give families clear directions for sign in & out (see flow above. Help families complete survey if needed
Picture Taker	X-X: NAME X-X: NAME	
Dream Team Teacher	See Dream Team Tracker	