



## FAMILY CAFÉ PLANNING AND IMPLEMENTATION TEMPLATE

For component definitions, see Family Café Planning & Implementation User Guide.

COMPONENT	DECISION	NEXT STEPS	TIMING	LEAD	Other Staff/Resources	TA Team Recommendation and available TA
<b>Building a Foundation</b>						
1. Targeted population						
2. Neighborhood or zip code						
3. Budget						
4. Fiscal Lead Agency						
5. Implementation or Programmatic Lead Agency						
6. Trusted Community Partner(s)						
7. Existing Family and Community Engagement Activities						



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Delivering Family Cafés						
8. Contracting process						
9. Design (actual cafes)						
10. Staffing /Training/Supervision						
11. Organizational Staffing						
12. Schedule						
13. Parent Leadership Component						
14. Referrals						
15. Venue/Facilities						
16. Child Care						
17. Food						
18. Incentives						
19. Outreach/Promotion/Marketing						



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20. Other?						
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