

Meet the Teacher Night Checklist

Use this checklist to help you stay organized and confident during your Meet the Teacher event!

- ☐ Create a warm welcome display at your door or entrance
- ☐ Set up a sign-in sheet or QR code to collect parent contact info
- ☐ Give families a simple checklist of what to do during their visit
- ☐ Share a Meet the Teacher letter (include a photo of yourself if possible)
- ☐ Gather key info like transportation & preferred communication (have pens and a drop-off basket handy)
- ☐ Include a student welcome gift at each desk or in take-home bags
- ☐ Pass out your classroom wish list (printable or digital via QR code)
- ☐ Have copies of your schedule, supply list, and birthday policy available
- ☐ Let families know how you'll communicate about student progress (folders, assessment portfolios, Class Dojo, etc.)
- ☐ Mention special events or field trips already on the calendar and ways parents can help
- ☐ Keep extra pens, stickers, or reminder slips handy
- ☐ Turn on some soft music to create a welcoming vibe
- ☐ Take a deep breath—you've got this!

You May Also Like:

★ Editable Meet the Teacher & Welcome Letter Templates, Gift Tags

Introduce yourself with ease using these themed templates. Includes both print and digital options (Google Slides & PowerPoint).

👉 <https://www.teacherspayteachers.com/store/lessons-for-little-ones-by-tina-oblock/category-meet-the-teacher-templates-editable-465519>

📁 Editable Student Gift Tags (27 tag options!)

Add a personal touch to your welcome gifts with these printable, editable tags for Meet the Teacher Night and the first day of school.

👉 <https://www.teacherspayteachers.com/Product/Back-to-School-Gift-Tags-Editable-Open-House-Meet-the-Teacher-Student-Gift-Tag-2645627>

