



## ~~Group Leader ~~

Here are a few guidelines for the Group Leader to help insure a successful playgroup:

1. When sent a notification that a new member has joined your playgroup, email them back as soon as possible and welcome them to your playgroup. This should always be done even if your playgroup hasn't had a play date yet.
2. Once there are 2 or more members in your playgroup, go ahead and set the first play date to meet. We recommend the first play date to be in a public place, such as a local park, library, book store or coffee shop. Make sure to reacquaint yourself to the members that are joining. Most will know you from your welcome email.
3. When scheduling the first play date, plan accordingly when hosting/arranging by sending out an email to all members as to where to meet at least 3-5 days before. This will give others a chance to check their emails and respond.
4. At the first play date, make sure everyone has been introduced, and discuss the next play date for the following week (follow up with an email). It is essential to establish a rotation for hosting, too. An easy way to do this is by going alphabetically.
5. After your first play date, be sure to exchange members contact information. You may send out an email with everyone's address, first names, children's names, ages and phone numbers (if everyone is ok with giving out the numbers).
6. It is also easier to meet at the same place for the first few playgroups. Later, your group can venture off into other areas to explore when you feel your playgroup is ready and going strong! (refer to the information on 'hosting' and click on the PDF file on our web site).

We hope you enjoy your playgroup and that you continue in making your group a success by attending and participating as often as you can. The saying '*the more you put into it, the more you get out of it*' has never been more true in the case of your new playgroup!

Sincerely,  
~Staff at Playgroups USA  
[www.playgroupsusa.com](http://www.playgroupsusa.com)