TWO FRONT DOORS · FREE CHECKLIST

# Co-parenting calendar set-up checklist

Fill this in together, or one each, before you start the calendar. Add things in the order below: the pattern first, then everything else on top.

**Parent A** _____ **Parent B** _____

**Where the calendar lives (app, shared calendar or paper)** _____ **Our regular pattern** _____

## 1 Add these first, in this order

- [ ] The regular pattern
  For example, every other weekend, Friday after school to Sunday 17:00
- [ ] Every handover: day, time, place and who does it
- [ ] School holidays and half terms, and who has each
- [ ] Birthdays, Mother's Day, Father's Day and festivals
- [ ] Children's events: clubs, parties, school events and appointments

## 2 Keep these off it

- [ ] Each parent's work diary
- [ ] Each parent's own social plans
- [ ] New partners' plans, unless the children are part of them
- [ ] Comments about the other parent
- [ ] Also off: _____

## 3 Who adds what

Tick one column for each row. "Whoever hears first" works well for invitations and school letters.

| WHAT | PARENT A | PARENT B | WHOEVER HEARS FIRST | NOTES |
|---|---|---|---|---|
| Regular pattern and handovers | ☐ | ☐ | ☐ | |
| School term dates and holidays | ☐ | ☐ | ☐ | |
| Clubs and activities | ☐ | ☐ | ☐ | |
| Health and other appointments | ☐ | ☐ | ☐ | |
| Parties and invitations | ☐ | ☐ | ☐ | |
| Family events (weddings, big birthdays) | ☐ | ☐ | ☐ | |

## 4 How changes are agreed

- [ ] We ask for changes in one place: _____
- [ ] We reply within: _____
- [ ] No change is final until the other parent clearly says yes. Until then, the original plan stands.
- [ ] Once it's agreed, the parent who asked updates the calendar.
- [ ] On the day, for something urgent, we: _____

## Agreed on

**Parent A** _____ **Date** _____ **Parent B** _____ **Date** _____

**We'll look at this again on** _____