



## Getting Started Checklist

# Whole School Assemblies

School assemblies can be effective for sharing information with the entire student body, creating energy and excitement or orienting the school community to a new opportunity.

- 1. Schedule a meeting with the Unified Champion School Leadership Team** to discuss ways to engage the entire school in activities to increase social inclusion. Develop a timeline for recruiting, organizing and preparing for the assembly.
- 2. Dedicate a club, class or group meeting to identifying an issue of concern** students would like to address during an assembly and brainstorm ideas for the structure for the activity, such as a guest speaker, pep rally, activity day or student presentation.
- 3. Research the issue(s)**, understand who it affects and what changes are needed.
- 4. Meet with the principal** to discuss plans for the activity and ensure administrative support and approval. Make sure the presentation is well thought out and organized.
- 5. Develop a plan:**
  - Set the date and time for the assembly.
  - Create a plan for each task that needs to be completed, including deadlines and a list of who is responsible for carrying out each step.
  - Make sure the date, time and location are all cleared with the necessary school personnel before releasing the information to others.
  - Consider joining efforts with another group in the school or community to broaden the group of stakeholders.
- 6. Invite guest speakers, develop a presentation and prepare any necessary materials.**
  - Make sure the assembly is relevant to your community. Try to personalize parts of the assembly to your local community and/or school.
  - Get the audience involved, ensuring the event is fun, memorable and engaging.
  - Incorporate a speech, skit or other presentation to inform attendees about the topic.
  - Consider using videos, visuals or other multimedia to maintain participants' interest.
  - Identify and utilize people who can lead part of the assembly and will educate, motivate and activate participants.
- 7. Communicate with school staff** about the date, purpose of the assembly and why this is important to your school. Consider asking staff to assist with communication through announcements, the school website, letters sent home, newsletters, social media, and local news media.
- 8. Publicize the assembly** around the school.
- 9. After the assembly, be sure to thank all of those involved** with the successful event. Send a special thank you note to any guest speakers.