



# Getting Started Checklist for School Assemblies



School assemblies can be effective for sharing information with the entire student body and creating energy and excitement in the school community. Here are some examples of what assemblies consist of: Presentations, Unified Sports Experience, ties with disability awareness campaigns (i.e. Autism Awareness).

\_\_\_1. The Unified Club takes the lead and discusses ways to engage the entire school in activities to increase social inclusion. Develop a timeline for recruiting, organizing and preparing for the assembly. Identify an issue to address and brainstorm ideas, such as a guest speaker, pep rally, activity day or student presentation.

\_\_\_2. Present your idea to the school's administration and discuss your plan to ensure administrative support and approval. Make sure the presentation is well thought out and organized.



**\_\_\_3. Develop your plan.**

- 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.
- Get other clubs, organizations, and sports teams involved.

**\_\_\_4. Create your presentation and prepare any necessary materials. You can also invite guest speakers.**

- Try to personalize the assembly to your local community and/or school.
- Get the audience involved; make sure the event is fun, memorable and engaging.
- Use videos, visuals or other multimedia to maintain student interest.
- Find people who can lead part of the assembly and will educate, motivate, and activate participants.

**\_\_\_5. Communicate with school staff about the date, purpose of the assembly and why this is important to your school. Ask for communication help through announcements, the school website, flyers, and school news.**

**\_\_\_6. Publicize the assembly around the school. Try to get teachers to allow students to miss class time to come if it happens during school.**

**\_\_\_7. After the assembly, be sure to thank all of those involved with this successful event. Send a thank you note to any guest speakers and fill out a Whole School Engagement report and submit to Special Olympics Pennsylvania.**