

10 Things to Consider When Planning Assemblies

National Organizations for Youth Safety



**A school assembly is a great way to impact the students in your school.
Follow these easy tips to make sure your assembly is a success!**

- 10. *Get your assembly ideas approved by those in charge before you do anything else.*** Before you share your ideas with anyone, get the approval of your advisor, administration, or supervisor. You want to make sure that they fully support you before you start making plans.
- 9. *Get student leaders excited about the assembly idea.*** Youth leaders are the ones who set the tone for your school, and if they don't like your idea, you may want to think again about bringing in the assembly. Youth leadership give assemblies their power.
- 8. *Find the money for your program.*** Most professional assemblies you bring in cost money – often lots of money. If you plan to do your own program, be sure to build a budget for it or include money in the “oops, we didn't think of this expense” category. If money is tight, consider going to others for help, such as parent clubs, student clubs, local community service clubs, other schools to partner with, state money, etc.
- 7. *Check your school calendar to find the right day.*** Find a date that has little – if any – conflicting activities.
- 6. *Contact the company, and set the date.*** Ask them to send you a contract and a list of set-up needs. Give them the directions to your school. Then get your assembly on the school calendar immediately!
- 5. *Work with custodians on the set-up of the assembly.*** Give the custodians set-up needs a week in advance; or as early as required but remember to follow up to make sure they can meet all of the assemblies' requirements. Be sure to request all sound equipment in plenty of time. If you are using the gym where the PE teachers would have their classes, give them the courtesy of asking if you can use the gym. If you need a set-up crew, be sure to get hall passes for this crew so they can get out of class in time. Always - Get everything approved by your advisor and administrator.
- 4. *Turn in your check request for the assembly.*** Turn in the check request way in advance so the check is ready. Also, check to see if there are any special forms you need to fill out for the assembly company or school.
- 3. *Bring the school staff on board.*** Ask to attend an upcoming staff meeting to go over the main points you want students to get from the assembly, and explain how it will be presented. Review how students will be called to the assembly. Share review questions you would like teachers to go over with students before and after the program. The more information you can give staff members, the better the chances you have of them supporting the program. If possible, get a DVD preview of the assembly to show at the faculty meeting.
- 2. *Review behavior expectations.*** Have teachers review behavior expectations for the students during the assembly. Give students an explanation of the content of the assembly. Put up posters with “teaser statements” to build interest, and promote the assembly in the school announcements, school television, school newspaper, etc.
- 1. *Have a means of reviewing the main idea of the program.*** Assemblies that focus on personal and group change can be enhanced by a discussion of key points in homerooms following the program. Provide the teachers with follow-up questions and ideas to debrief after the assembly. Some programs do “night shows” so parents and other family members and students can come back for a showing the night of the school program. This builds support with families for messages that deal with personal growth.