

## PREPARATION FOR LIFESKILLS DAY

Survey students on their interest in a large variety of topics.

Meet and decide on course offerings based on number of students interested.

Survey students for their 1st, 2nd, 3rd, choices.

Decide on courses to be offered and brainstorm on presenter candidates.

Reach out to potential presenters.

Solidify presenters.

Run Scheduler to schedule students into their 3 sessions.

Email presenters with flyer outlining the day.

Assign Presenters with rooms/Assign teachers to rooms for fingerprint clearance purposes.

Email presenters for technology requests **(Use a Google form next time)**.

Create session rosters for each presenter.

Create student and presenter nametags.

Create welcome packets to include instructions for attendance and nametags, pencils, paper, bell schedule, phone numbers, rosters, student nametags, Thank You, granola bars, water, candy.

Share instructions and room assignments with teachers and staff involved.

Check rooms for needed equipment and seating arrangements.

Deliver Presenter slideshows, presentations, to classroom teachers and directly communicate with them to make sure displays work.

Create individual student schedules.

Prepare student council-They will eat early and escort presenters to rooms. (Notify cafeteria).

Prepare students-Instruct them (day before) on the outline of the afternoon.

Deliver student schedules to 3rd period teachers the day of the event.

Visit each session to pick up attendance and take to attendance office.