LEADERSHIP EVENT CONSIDERATIONS

Student Leadership
1. The number one consideration and reminder- the purpose of your event is to showcase your young leaders!
2. If adults must be at the forefront for a moment, consider having students accompany or introduce them.
3. How will you get students involved in the planning of the event, not just showcasing during the event?
4. Create a list of event leadership roles students can apply for (e.g., planning, speaking, touring, welcoming, serving lunch, etc…)

Scale of Event
1. If this is a brand new event and you consider this your first leadership event, start small. The schools that have leadership days that are full days and host 300 people, started small. Their first year they had a two-hour event and hosted 20 community members. Each time you host a leadership event, scale it up a bit more. Go slow to go fast…
2. If this is a traditional event you have had in the past, but are now infusing a leadership theme, be very intentional about how to infuse leadership. For example, if it was an adult-run show before, think about ways to have your students take the lead.
3. Consider a practice run. Some schools that hold a leadership event, have a dry run first with parents as guests. This might allow for schools to work out the kinks before they open their doors to the community! You may consider doing a practice run a couple of days or weeks before.

Planning Committee
1. Hosting a leadership event is likely one of your Lighthouse Team's big goals. Who will be chairs of the leadership event planning committee?
2. What will your end in mind be for your event? Make sure that once the end in mind is decided by your Lighthouse Team, that you are constantly assessing to make sure your actions are taking you in that direction.
3. Plan to have a Leadership Event meeting for all staff to attend. Consider how you will get ALL staff involved in this event. For example, many schools have a committee leading the planning, but also have the expectation that all staff will be involved in some facet of leadership event activities. So, once the planning committee identifies all of the tasks that need to be addressed (many listed below), you might consider dividing that work up into subgroups. Then ask each person to sign up for one subgroup.
4. Appoint a leader of each subgroup and have them meet with their respective groups. They should then report back to your planning team with ideas, concerns, and or decisions.

Logistics

Task	By When	Who	Resources Needed/Secured	Considerations
Set Date				*Put on calendar early, even if only tentative. *Back up date? *Conflicts with district/community/LIM events?
Time				*How long? – 2 hr, ½ day, full day *When? – morning, afternoon, evening
Place				*What area of the building (library, cafeteria, gym)? *Will students need to access during event? – If so, how will you accommodate? If outside for any reason, what will the inclement weather back up plan be? * How many people can be accommodated in the areas you are using? * Do you have enough tables and/or chairs to accommodate this size?
Event Set up				*Do you have access to the space beforehand? *Will anyone need to use the room after you set it up? * Remember to leave room for groups of students to come in and share/perform.

Meals

Task	By When	Who	Resources Needed/Secured	Considerations
Determine if food is needed				*What time of day is it? *Full day – consider breakfast & lunch *Even if it is only 2 hours, you may want to consider a light snack and drinks for guests
Culinary resources				*Who is prepping food? * Culinary or food science students in your middle schools or high schools that you can tap into?
Do you need space to prepare food?				*Is the space you have near the event? *Do you need to transport food?

Marketing Your Event

Task	By When	Who	Resources Needed/Secured	Considerations
Creating guest list				-Parents, Key players in your district (e.g. administrators, board, etc..), Partners in Ed and other organizations your school synergizes with, Other LIM schools, local govt. officials, media
Create Invites				
Publicity				*Let your Covey client partner know (Dustin Odham- dustin.odham@franklincovey.com) *Let Melissa at Leader Valley know- she will help get the word out to the level you desire *Email or mail invites? *Will there be follow up with those you have invited, but have not heard from? *Consider some pre-game hype on the radio if opened up to the public (Melissa can help with this) *Consider having a press release in the paper about your event (it will be a great artifact for your Lighthouse evidence binder)

RSVP's

Task	By When	Who	Resources Needed/Secured	Considerations
Are you asking for RSVP's?				*It may be helpful for your guests to RSVP, so you have a better idea of crowd size. You will have some surprises that drop in and some that will no show.
Format				*Could you use a google form or survey monkey for guests to RSVP?
Collection				*How will guests know who to contact for RSVPs? *Is someone following up with key folks invited?
Limits				* Will there be a deadline for RSVP? * Will there be a cap on the number of people who can attend?

Out of Town Guest Accommodations (if applicable)

Task	By When	Who	Resources Needed/Secured	Considerations
Provide directions and a map to your school				
Accommodations Guide				*You may be hosting folks who are coming from other LIM schools across the state. Depending on when you hold it during the day, some may need to stay overnight. *Providing an accommodations guide (e.g., hotels) might be needed.

Budget & Fees

Task	By When	Who	Resources Needed/Secured	Considerations
Do you have a budget?				* You may want to consider drawing up a budget for your event
What things don't need $$				* Determine what items may be donated/in kind and what items will need to be paid for
Covering costs				* Will you charge a fee to cover your basic costs for food, materials (e.g., table cloths), and guest packets/DVDs? * If advance payment required, what is the deadline?
Receiving Money				* If you do charge, how (PO, credit card, check, cash) and when (e.g., in advance, at the door) will guests pay? * Who will receive and process payments? * Consider district procedures for money handling (e.g., purchase orders, who checks should be made out to)

Event Agenda - *What makes your school special that everyone who visits needs to know about and see firsthand!*

Task	By When	Who	Resources Needed/Secured	Considerations
Guest Check in				* location of check in * materials * who is checking in
Welcome Activities				* Welcome activities (students greeting, escorting to 1st stop) * Ambience- music leaders? * Opening kickoff/presentation Who and what will be showcased? (e.g., leadership notebooks) Will each grade level be expected to showcase? Will your specials areas showcase leadership?
Speakers & Special Guests				*Student Speakers – scripted teaching the 7 habits *Student speakers from the heart- sharing their personal story about how school is better, life is better, they make better choices because of the 7H and LIM *Student speakers about special events or ideas about your school * Special guests you would like to introduce (e.g., Mayor, Dustin from Covey, former alumni of your school that are leaders in the community, etc…)
Performances /Displays				* Any performances of things that are unique to your school *Student displays (e.g., service learning, leadership activities)
Meals				
Student Guided Tours				*How will you organize guests into tour groups, so that it is orderly and doesn't disrupt your school day? *Where will tour groups go? Perhaps, have teachers volunteer if they would like groups to visit their rooms *Consider which leadership activities/lessons/habits will be taking place in the rooms that guests visit *Are the rooms set up to accommodate a large group coming in to observe/interact with students? *Student tour routes/plans should be practiced in advance of your event
Closing Message or Activity				*What will you to leave them inspired? *Acknowledgements- thank those who helped to pull your event off (e.g. HyVee for donating food) *Host a Q&A session for other educators interested in learning more about Leader in Me

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Leadership Environment

Task	By When	Who	Resources Needed/Secured	Considerations
Consider a Theme				* related to your school's leadership slogan * colors & decorations
Evidence				* Evidence of your leadership work should be evident throughout your school. Consider hanging mission statements, photographs of students, student work, art, quotes, banners, flags, posters, data tracking, etc…
Finishing Touches				* e.g., Centerpieces for your tables, student artwork and leadership messages
Leadership T-Shirts				*for students and/or staff (or everyone wear the same color shirt)

Technology

Task	By When	Who	Resources Needed/Secured	Considerations
Reserve/Locate AV Equipment				* What AV equipment is needed for presentations?
Running Equipment at Event				* Who will be running AV equipment?
Record				* Who will be capturing this day on video and camera?

Materials to Share with Guests

Task	By When	Who	Resources Needed/Secured	Considerations
Folder				
Handouts				
Name Tags				
Writing Utensils				
Agenda				
Student Leadership Work				
Hard copy resources				
DVD				*pictures, videos, or electronic resources they can use
Parting gift				* thank you cards, student drawing, school magnet