



CONSIDERATIONS FOR LEADERSHIP EVENTS

The number one consideration and reminder- the purpose of your event is to showcase your young leaders! One of the biggest mistakes that takes place at leadership events is having adults in the spotlight too much. Your event should be hosted and led by students when at all possible. Things you may want to keep in mind...

1. If adults must be at the forefront for a moment, consider having students accompany or introduce them.
2. Key constituents in the planning process are your students. How will you get students involved in the planning of the event, not just showcasing during the event?
3. 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 the chairs of the leadership event planning committee be?
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.
5. Consider having follow up meetings as needed with the whole staff to share event plans and updates.

6. Student involvement (yes, this is in here twice ☺). The obvious key constituents in the planning process are your students. How will you get students involved in the planning of the event, not just showcasing their gifts and talents during the event?
7. It may be helpful to create a Gantt chart to detail what committee work need to be done by when.

Logistics

1. Getting the date on the Calendar
 - a. Put it on the calendar early! Just set it!!! Everything else will fall into place.
 - b. Consider a back up date in the event of inclement weather, if you choose to do it in the Iowa winter!
 - c. Consider holding an event that will not interfere with other traditions, high stakes testing, end of grading period or other district/community events.
2. Time and Length of Event
 - a. Length of event- popular options include:
 - i. 2 hour event
 - ii. Half day
 - iii. Full day
 - b. Time of event
 - i. Morning
 - ii. Afternoon
 - iii. Evening
3. Building accommodations
 - a. What areas of the building will you host in (e.g., library, cafeteria, gym)?
 - b. Will students still need to access these areas during the event? If so, how will you accommodate? If not, what is the plan for them during the time they would have normally used the space?
 - c. If outside for any reason, what will the inclement weather back up plan be?
 - d. How many people can be accommodated in the areas you are using?
 - e. Do you have enough tables and/or chairs to accommodate this size? Can you borrow if you need to from others in your school district?
 - f. Remember to leave room for groups of students to come in and share/perform.

Meals

1. If it is a full day event, you may want to consider providing both a light breakfast and lunch
2. If it is a two hour or half day event, you may want to consider a light snack and drinks to offer guests
3. Do you have culinary or food science students in your middle schools or high schools that you can tap into for help with meals?

Getting the word out

1. Invites
 - g. Creating the message and actual invites
 - h. Target guests you want to invite
 - i. Parents
 - ii. Key players in your district (e.g. administrators, board, etc..)
 - iii. Partners in Ed and other organizations your school synergizes with
 - iv. Other LIM schools (within Leader Valley and beyond)

2. Publicity

- i. Let your Covey client partner know (Dustin Odham- dustin.odham@franklincovey.com)
- j. Let Melissa at Leader Valley know- she will help get the word out to the level you desire
- k. Email or mail invites?
- l. Will there be follow up with those you have invited, but have not heard from?
- m. Consider some pre-game hype on the radio if opened up to the public (Melissa can help with this)
- n. Consider having a press release in the paper about your event (it will be a great artifact for your Lighthouse evidence binder)

RSVP's

1. It may be helpful for your guests to RSVP, so you have a better idea of crowd size. Of course, you will have some surprises that drop in and some that will no show.
2. Who will take care of collecting RSVPs and following up with key folks invited?
3. How will guests know who to contact for RSVPs?
4. Will there be a deadline for RSVP?
5. Will there be a cap on the number of people who can attend?
6. Could you use a google form or survey monkey for guests to RSVP?
7. When guests RSVP, you may want to ask them what their professional role is if an educator, to help in determining groupings (if applicable)

Budget & Fees for the event

1. You may want to consider drawing up a budget for your event
2. Determine what items may be donated/in kind or what items will need to be paid for
3. Will you charge a fee to cover your basic costs for food, materials (e.g., table cloths), and guest packets/DVDs?
4. If you do charge, how (PO, credit card, check, cash) and when (e.g., in advance, at the door) will guests pay?
5. If advance payment required, what is the deadline?
6. Who will receive and process payments?
7. Consider district procedures for money handling (e.g., purchase orders, who checks should be made out to)

Event Agenda

1. What types of activities will you have? Consider the hallmarks of your school... what makes your school special that everyone who visits needs to know about and see first hand!
2. Here are some potential activities that you may want to consider incorporating into your leadership event:
 - a. Welcome activities (students greeting, escorting guests to their first stop)
 - b. Opening kick off/presentation
 - i. Who and what will be showcased?
 - ii. Will each grade level be expected to showcase something?
 - iii. Will your specials areas demonstrate creative ways to develop or showcase leadership?
 - c. 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...)
 - d. Student Speakers – scripted teaching the 7 habits
 - e. 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
 - f. Student speakers about special events or ideas about your school
 - g. Any performances of things that are unique to your school
 - h. Student project displays (e.g., service learning, leadership learning activities)
 - i. Student guided tour of your leadership building

- i. How will you organize guests into tour groups, so that it is orderly and doesn't disrupt your school day?
 - ii. Where will tour groups go? Perhaps, have teachers volunteer if they would like groups to visit their rooms
 - iii. Consider which leadership activities/lessons/habits will be taking place in the rooms that guests visit
 - iv. Are the rooms set up to accommodate a large group coming in to observe/interact with students?
 - v. Student tour routes/plans should be practiced in advance of your event
3. Meals
 4. Closing message or activity
 - a. What will you do to leave them inspired?
 - b. Acknowledgements- thank those who helped to pull your event off (e.g. HyVee for donating food)
 5. Host a Q&A session for other educators interested in learning more about Leader in Me

Leadership Environment

1. Consider a theme
 - a. related to your school's leadership slogan
 - b. colors & decorations
2. Evidence of your leadership work should be evident throughout your school. Consider hanging student work, art, quotes, banners, flags, posters, data tracking, etc...
3. Other 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)

Materials to Share With Guests

1. Folder
2. Handouts
3. Name tags
4. Writing utensil
5. Agenda
6. Student leadership work
7. Examples of forms
8. DVD with pictures, videos, or electronic resources they can use

Technology

1. What AV equipment is needed for presentations?
2. Who will be running AV equipment?
3. Who will be capturing this day on video and camera?

Out of Town Guest Accommodations (if applicable)

1. Provide directions and a map to your school
2. 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.