

2016 Kids Teaching Kids Week

Event Host Timeline



Term One: January - March 2016

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| <p>February 2016</p> | <p>Register event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Seek approval and support from Principal/General Manager/CEO <input type="checkbox"/> Read <i>Inspiring the Next Young Environmental Leader</i>, pg. 6-8, 50-63 <input type="checkbox"/> Approach colleagues and community members for support. Consider delegating roles to individuals. <input type="checkbox"/> Download Host Support documents from Kids Teaching Kids website – www.kidsteachingkids.com.au |
| <p>March 2016</p> | <p>Event details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm event date and venue <input type="checkbox"/> Confirm theme (you don't necessarily need to have a theme, instead you can leave it open) <input type="checkbox"/> Confirm number of workshops and workshop length (How many rooms do you have access to?) <input type="checkbox"/> Confirm capacity (How many schools/students are you aiming for?) <input type="checkbox"/> Confirm target year levels (Are you open to both primary and secondary?) <p>Mentors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Put a call out to other people within your organisation and/or partner organisations for mentors <ul style="list-style-type: none"> - Mentors bring real world learning and expertise to workshops; they are the fact checkers and can provide opportunities for meaningful projects/outcomes - The relationship between school and mentor varies; some mentors are heavily involved in the workshop development while others may just run an excursion to give the students the real world context for their topic <p>Advertise event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create event flyer <input type="checkbox"/> Advertise and promote KTK Week event through existing networks <ul style="list-style-type: none"> - Local councils, environmental education providers, Principal's network |

Term Two: April - June 2016

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| <p>April 2016</p> | <p>Schools register</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schools register to attend your event <input type="checkbox"/> Confirm which schools will present a workshop or mainstage performance <p>Partnerships and mentors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read pages 52-56 in <i>Inspiring the Next Young Environmental Leader</i> <input type="checkbox"/> Seek sponsorship from potential partner organisations, eg. supermarket to provide lunch etc <input type="checkbox"/> Seek collaboration with other organisations for outdoor, hands on environmental activities or potential mentors for schools <p>Update Kids Teaching Kids</p> <ul style="list-style-type: none"> <input type="checkbox"/> Let Kids Teaching Kids know details as they are confirmed: <ul style="list-style-type: none"> - Date, venue, catering - Schools registered (we will send presenting schools a copy of <i>Inspiring the Next Young Environmental Leader</i> if they are new to the program) |
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| <p>May 2016</p> | <p>Develop the program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Draft a timetable for the day. The actual timetable is likely to change, but having a draft timetable will let schools know how the day might run <input type="checkbox"/> Things to keep in mind: <ul style="list-style-type: none"> - How long schools will need to travel to get to your venue; what time can you realistically start/finish? - Allowing time for schools to set up their workshop during break times - Ideally, schools will run their workshop twice - Change over time between workshop rotations (eg. 5 mins) - Range of topics being covered (schools should have locked in their topic by now and be planning out the activities) - Having a buffer if things don't run to time |
| <p>June 2016</p> | <p>Confirm details with schools</p> <ul style="list-style-type: none"> <input type="checkbox"/> With the end of Term 2 approaching, you should be confirming details with schools <ul style="list-style-type: none"> - Number of students they are bringing (audience and presenting) - Dietary requirements (if you are providing catering) - Collect workshop plans from presenting schools - Request photo release forms <p>Firm up the logistics</p> <ul style="list-style-type: none"> <input type="checkbox"/> You should have a draft timetable, so now is the time to start thinking about other logistics of the day <ul style="list-style-type: none"> - Create yourself a detailed run sheet - What do you need to be doing and when? - What volunteers/staff will you need? Eg. set up/pack up, registration desk, room leaders, catering, photographers - VIPs – are there any guest speakers that you need to invite, local mayor/councilor, local member of parliament - Break out rooms – adequate number, not large distances between them, requirements (eg. AV, tables/chairs, whiteboards, powerpoints) - Make sure you have roughly even numbers in your audience groups - Where possible, make sure that the audience will see a variety of workshop, eg. not all on a similar topic - Will you pre-print name tags or write them on the day on stickers? - How will you identify students who cannot be photographed on the day? Eg. stickers on name tag, different colour name tag, special lanyard - Will you have an official Welcome to Country or just an Acknowledgement of Country? - If providing catering, you will need to confirm numbers, dietary requirements, discuss minimal packaging with providers - Risk Management Plan <p>Recruit volunteers</p> <ul style="list-style-type: none"> <input type="checkbox"/> You will not be able to run the day on your own, so you will need volunteers to assist with logistics <input type="checkbox"/> Volunteers may come from your organisation, other local environmental organisations or the local community <p>Update Kids Teaching Kids</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange a check in with Kids Teaching Kids to make sure you have a plan in place once schools are back for Term 3 (there will be 8 weeks to go!) |

Term Three: July - September 2016

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| July 2016 | <p>Send information to schools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send updated timetable to schools <input type="checkbox"/> Make sure schools are aware of start/finish times <input type="checkbox"/> Confirm student numbers <input type="checkbox"/> Ensure that you have photo release forms <input type="checkbox"/> Confirm student names (if you are preparing name tags) <input type="checkbox"/> Confirm requirements from the presenting schools <p>Media</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read pages 60-63 in <i>Inspiring the Next Young Environmental Leader</i> <input type="checkbox"/> Use the media release template provided to notify and invite media, encourage schools to do the same <input type="checkbox"/> Encourage media in the lead up to your event, eg. showcasing schools which have undertaken an exciting or community based project <p>Update Kids Teaching Kids</p> <ul style="list-style-type: none"> <input type="checkbox"/> Let Kids Teaching Kids know how schools are progressing and any exciting media stories | | |
| August 2016 | <p>Final confirmation with schools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm final details with schools <p>Volunteers/VIPs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm details with volunteers and VIPs who will be there on the day <ul style="list-style-type: none"> - Arrival times - Parking instructions - Their role on the day, eg. spectator, formal welcome, room leader <p>Media</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send media release to your local news outlets, eg. newspaper, radio, TV <input type="checkbox"/> You or your schools may be able to do interviews in the lead up <input type="checkbox"/> Try and arrange media to attend on the day, if they can't, offer to send photos that they can use <p>Update Kids Teaching Kids</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send final numbers, school lists and exciting stories through to Kids Teaching Kids as we can use this information in any national media outreach | | |
| September 2016 | <p>Organise for the day of the event</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Attendee list <input type="checkbox"/> Emergency procedures/contacts <input type="checkbox"/> Name tags <input type="checkbox"/> School certificates <input type="checkbox"/> Signage – parking, rooms, directions <input type="checkbox"/> Contact details of volunteers/VIPs </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Extra stationary – textas, pens, blu-tack, sticky tape <input type="checkbox"/> Run sheets/timetables <input type="checkbox"/> Speech notes <input type="checkbox"/> Camera <input type="checkbox"/> Phone charger </td> </tr> </table> | <ul style="list-style-type: none"> <input type="checkbox"/> Attendee list <input type="checkbox"/> Emergency procedures/contacts <input type="checkbox"/> Name tags <input type="checkbox"/> School certificates <input type="checkbox"/> Signage – parking, rooms, directions <input type="checkbox"/> Contact details of volunteers/VIPs | <ul style="list-style-type: none"> <input type="checkbox"/> Extra stationary – textas, pens, blu-tack, sticky tape <input type="checkbox"/> Run sheets/timetables <input type="checkbox"/> Speech notes <input type="checkbox"/> Camera <input type="checkbox"/> Phone charger |
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5 – 9 September 2016 - Kids Teaching Kids Week