

Guide to hosting your own Kids Teaching Kids Week event



To host a successful Kids Teaching Kids (KTK) event it's very important that you take the time to carefully plan your event. This may seem obvious but the difference between an event that runs smoothly and one that goes a little pear-shaped stems back to these initial planning stages.

Being realistic about the amount of time, resources and energy that you can allocate to your event is essential. The KTK methodology enables you to participate in the program at a range of levels, which could be anything from a few students within a single class to a large inter-school cluster event with hundreds of students. Whatever the shape and size of your KTK event the most important thing is that the KTK methodology is used to result in student driven, interactive and engaging workshops.

Aims

- What do we want to achieve by hosting a KTK event?
- Are there any planning materials, relationships and contacts that we have used previously that will be useful for this event?
- Is our budget adequate to achieve our goals?
- What other organisations could sponsor our event or provide in-kind support?

Time

- How much time can we allocate to the planning of the event?
- How much time are we expecting participating schools and organisations to allocate to the event?
- Which colleagues, parents and volunteers will be able to help with the event planning? What roles and responsibilities will they each have?

Scale

- How many students will participate in the event?
- How many schools will participate in the event?
- How many teachers will participate in the event?
- How many organisations will participate in the event?

Workshops

- How many workshops will students present?
- How many times will students present the same workshop?
- Have we got a copy of each workshop's completed workshop plan?
- Have we allocated enough time for students to set up, reset and pack up their workshop?

Venue

- Will some workshops require access to extra space, electricity, outdoors area, cleaning up facilities?
- What is the backup plan for extreme weather?

Catering

- Will participants bring their own food or will we provide food?

Community Involvement

- How will we share our event with the local community?

Congratulations on taking the first step in hosting your KTK event. Spending a little time now developing a clear direction for your event is really going to pay off in the long run.

It's time to get excited about the winning combination of young people and the environment so let the fun begin!