



Activities Planning Checklist

Before hosting an activity together, schools and partners should align along several important logistical points. Outlines below is a checklist of items both schools and partners consider leading up to an activity.

Student Selection and Permission Forms

- How many students will be involved in this activity?
- How old are the students involved in this activity?
- Will permission slips need to be signed?
- Will media release forms be required for this activity?
 - If yes, how will the school and partner ensure that only students with submitted forms are captured in footage?

Transportation and Supervision

- What time would you like students to arrive for this activity?
- What transportation is needed, if any, for this activity?
- Who will cover the cost of transportation?
- How many chaperones are needed to assist with the transporting and supervising of students?
- Who will be the primary point of contact for student transportation?
- Who will receive the students when they arrive?

Event Logistics

- What time will this activity begin?
- What time will this activity end?
- Is this activity before or after school?
 - Don't hesitate to push back on events that take away from instructional time
- Is lunch included in this activity?
 - If not, do the students need to bring their own, is there space for lunch storage?
- Are there restrooms available for student use?

Pre-event Preparations

- How should the students be prepared for this activity in order to maximize their learning and engagement?
- How should any non-school staff be prepared for this activity in order to maximize the quality of their engagement with students? (i.e. do the non-school adults have experience in facilitating Q&A with high school students?)

Communications

- Have you shared this activity with the relevant school staff?
- Would your school community like to be notified?
- Have you shared this upcoming activity with the Adopt-A-School, TRU?