

Straight Forward Event Check-list	Complete by date	Done
Email School Administration for Approval Involve PTO		
Secure Venue & Technology Is Live stream available? Is parking easy? Consider acoustics and lighting		
Notifying parents Email, School Newsletter, Notes sent home, Word of mouth from students, involve PTO		
Social Media Promotion School website, Create a Facebook event on School or PTO FB, Twitter, Snapchat		
Recruit Panel Speakers Contact healthcare institutions, health department, AODA counselors, include school staff, other local experts, persons with lived experience, send them a description of the event (included in this tool kit)		
Resource Table for Youth Gather local resource materials from agencies (YMCA, Boys and Girls Clubs, Park and Rec and others)		
Food Look for donations for food from local businesses		
Flyer Use sample flyers or have a design contest in school to help promote event with students		
Confirm Panel Members and ask for their bios		
Parent Handout (Conversation Starters & Resources) Use handouts and template included in this toolkit, modify as needed		
Send speaker(s) the Straight Forward Event Facilitation Guide (included)		
Print agenda or add to a Power Point Slide		
Print Sign-In Sheet (student & parent)		
Print Evaluations		