

ASSEMBLY CHECK LIST

Date of Assembly: _____ Period: _____ Length: _____

Sponsoring Group: _____ Advisor: _____

All assemblies are considered educational and are thereby required attendance for all students. Thorough planning and organization is a requirement. The administration reserved the right to cancel any assembly for lack of organization or failure to follow procedures. All assemblies presented are to be free of topics which are in bad taste, which include discriminatory remarks or include things which are of a suggestive nature.

- _____ Obtain permission from the Activities Director (rough draft of agenda required)
- _____ Announce in faculty bulletin at least 2 weeks ahead of assembly
- _____ Arrange with custodians for bleacher set-up
- _____ Contact P.E. teachers at least 2 weeks ahead
- _____ Request use of sound system
- _____ Copies of final agenda to each administrator, participant and faculty member (2 days prior to assembly)
- _____ Sufficient advertising as to the nature and purpose of the assembly (this promotes positive behavior)
- _____ Practice that includes all participants (required)
- _____ Clean up immediately following your assembly
- _____ Necessary letters of thanks