Student Leader’s Overview: Putting on the Assembly at your School

The tools we provide make it easy and stress-free to put on the assembly at your school. Our short "Instructional Videos", "Intro-Why Join?" presentation, and “Student Leaders Guide” can be found under Student Leaders on our website, and cover:

1. **Getting your school on board**
   - Find a school coordinator to help – it’s simple and easy.
   - Meet with your principal – what to discuss /presentation materials

2. **Licensing the Program/ Fundraising**
   - Visit License the Program on the In One Instant website. Discuss with your Coordinator - Do you need to fundraise to pay for program license fee? (Once program is licensed, assembly DVD is sent).
   - How to ask your School/Parent Group/local businesses to sponsor/pay small fee.

3. **Building your Committee**
   - Ask friends and peers to become involved in implementing In One Instant assembly. How to encourage involvement.

4. **Confirm with Coordinator**
   - Assembly date/time/location/grade levels attending.
   - Reserve theater/auditorium.
   - Needed equipment: projector, projection screen, functional speakers, DVD player or computer, connecting cables, microphone, chairs for audience seating.
   - Do you have a school Community Service liaison? Many great community service opportunities available in Teen Guide on website.

5. **Invite Community Leaders** – Law enforcement, fire dept, local politicians, journalists.

6. **Optional** – Reserve a Crashed Car and/or Invite a Guest Speaker

7. **Use the Guide** – the “**Student Leaders Assembly Guide**” provides helpful checkpoints, suggestions, and in-depth how-to’s for a great assembly

Contact the In One Instant Executive Student Leadership Council for Help @ info@inoneinstant.org