

Parent and Student Athlete Symposium – Logistics Advice

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- ⓪ Create a synopsis of your event.
 - ✦ Make sure you put what you see in your brain on paper so you can really begin working on the logistics of making the event a reality.
- ⓪ Use your network to find guest speakers and presenters.
 - ✦ Don't be afraid to cold call.
- ⓪ Meet with the schools you work with early to create buy-in.
 - ✦ I met with my districts 3 months before the event was scheduled to take place.
- ⓪ Get a community venue to host your event.
 - ✦ It helps their visibility and the people who are attending are most likely to know where the event is taking place.
- ⓪ Make the event fun!
- ⓪ Call guest speakers before the event to give guidance on what you would like them to present.
- ⓪ If you need to set up the room, make sure you get there early enough to have plenty of time to set up.
 - ✦ Being in a rush can cause unneeded stress!
- ⓪ Involve your co-workers. Teamwork makes dreams work...
- ⓪ Write a script and practice speaking.
- ⓪ Thank everyone who helped put the event together.