**Getting Started Checklist**

**Coordinating the Roadshow**

**Committee**

* **Create connections:** Have you connected with people/organizations who already have existing connections to schools (e.g. representatives from student councils, school nurses, and youth settlement workers who are attached to schools)?
* **Trust:** Will your committee support you and the Roadshow?

**Prepare**

* **Schools:** Has your committee connected with their respective schools to schedule a date and time for the Roadshow?
* **Youth service providers:** Have you connected with at least 12-18 youth service providers per Roadshow (to prepare for possible cancellations), who can share their resources with the students? (Tip: it can take two-three weeks for youth service providers to respond to an invitation, so make sure you send out the invites early!)
* **Engagement:** Have you printed passports\*, downloaded music, gotten speakers, bought prizes, and recruited an MC? (\*each student is given a paper and must get 3-6 signatures from agencies around the room, and then can hand it into a raffle for a chance to win a prize)
* **Evaluations:** Have you gotten feedback (verbal and written) from the youth at the event?

**Implement**

* **Reminder:** Have you sent out a reminder a day or two before the Roadshow to the agencies who are attending?
* **Engage:** Do you have ways to engage the students during the Roadshow (e.g. karaoke, trivia)?
* **Photos:** Have you taken photos at the event?

**Post-Roadshow**

* **Debrief:** Have you taken notes and debriefed the positives and negatives of the Roadshow with your team?
* **Records:** Have you recorded the feedback from the school and service providers, as well as kept a record of passport numbers (number of youth that attended the Roadshow?

**Involving Youth in the Planning Process**

**Developing Leadership Skills**

* **Book Peer2Peer training:** Do you have a list of 5-15 youth from each school and booked a date and time to do the training? (Tip: try to do at least two leadership trainings with each school, this way the students can be more involved!)
* **Understand:** Do the youth have an understanding of what a Roadshow is and why it’s important for them to be involved?
* **How to lead:** Do the youth have an understanding of the goals of the Roadshow and the importance of their involvement?
* **Ideas:** Have the youth pitched their ideas for outreach and entertainment for the Roadshow?
* **Roles:** Has each youth chosen a role to take on (in outreach and/or for the event)?

**Providing Suitable Environmental Conditions**

* **Support:** Do the youth have an environment they feel is safe and supportive?
* **Teamwork:** Do the youth feel they have trust and consideration within their group?
* **Genuine:** Have you been actively listening to each youth and taking their ideas seriously?
* **Mentor:** Have you been demonstrating leadership skills yourself?

**Opportunity to Apply Skills**

* **Involvement:** Have you asked if the youth can be excused from class to help with set-up and clean-up of the event?
* **Independence and support:** Are the youth the ones leading the event, with your support?
* **Debrief:** Have you debriefed with the youth after the event?