**Roadshow - Ways to Prepare**

**Logistics:**

**Things to think about before the day of the event**

* **Lists:** Create schedule, agency contact list, and school contact list
* **Timing:** Staff get there early to ensure event is set up
* **Booths:** Make sure there is a table and chair(s) for each agency and set up booth around entire space rather than just at the front, if possible
* **Music:** Check for access to power outlet(s) and get permission for amplified sound
* **Class by Class format:** 
  + Staff to greet class and explain format, including passport
  + Staff to keep track of time with teacher and announce end of Roadshow
* **Lunchtime format:**
  + Use most active area (i.e. cafeteria)
  + Set up sound system and other multimedia
  + Have music and an MC
  + Announce Roadshow, passports, and get agencies involved
* **Materials to bring:** Speakers with power wire and aux cord, microphone, extension cord, raffle box, passports, candy, raffle prizes, banner, pens

**Promotion:**

**Ways to get the word out about the Roadshow**

* **Poster:** Provided to school at least one week prior to event
* **Student Council:** Get youth groups from the school involved
* **School media:** TV, social media, announcements

**Animation during Event:**

**How to create a fun and engaging environment**

* **MC:** Constantly on the mic, explaining the details of the event and drawing people in
* **Large signs:** Showcasing the event by having signs with bright colours and pictures, to let people know something is going on
* **Engaging students:**
  + Team promoting passports
  + Have free candy for handing in a passport
  + Student-led entertainment (i.e. dance battle or karaoke)
  + Activities/games/Kahoot
  + Snacks/food

**Evaluation:**

**What went well and what could be improved for next time**

* **Surveys:** Given to youth, agencies, and schools
* **Numbers:** Count passports to estimate how many youth were reached
* **Share:** Email a thank you letter to agencies and include passport numbers to celebrate success!