



Moderator To-Do Checklist

Before 1st SLT Meeting (Date: _____)

- Confirm event is on the school calendar and website
- Organize Planning Committee meeting
 - o See Moderator Manual and Program Planning Information on Event Overview page
- Recruit a diverse group of students for the Student Leadership Team (SLT)
 - o See Moderator Manual and Marketing Materials/SLT Information on Event Overview page
- Have students sign up online to be a SLT member
- Send email reminder to students about upcoming meeting
 - o See SLT Meeting 1 on Event Overview Page
- Review SLT Mtg. 1 guide and prepare space and materials

Before 2nd SLT Meeting (Date: _____)

- Confirm event with registration link is on the school calendar and website
- Send event registration is open email to SLT
 - o See SLT Meeting 1 on Event Overview page
- Remind and encourage students, parenting adults, and school adults to register for the event
- Send email reminder to students about upcoming meeting
 - o See SLT Meeting 2 on Event Overview Page
- Select SLT members for speaking roles
- Begin working on the Event Support Plan with Program Specialist
 - o See Moderator Manual and Event Day Information on Event Overview page
- Review SLT Meeting 2 guide and prepare space and materials
- Provide School Leader Letter to administration to send to parenting adults and school community
 - o See Marketing Materials on Event Overview Page

Before 3rd SLT Meeting (Date: _____)

- Complete Event Support Plan and give to your Program Specialist
 - o See Moderator Manual and See Event Day Information on Event Overview Page
- Provide scripts to selected SLT event opening speakers
- Send email reminder to students about registration for the event
 - o See SLT Meeting 2 on Event Overview Page
- Send email invitation to school adult facilitators for SLT Meeting 3/Mock Breakout
 - o See SLT Meeting 3 on Event Overview Page
- Review SLT Meeting 3 guide and prepare space and materials

After 3rd SLT Meeting (Date: _____)

- Confirm speaking roles with selected students and ensure they have their materials
- Send email reminder to students about last call for registration for the event
 - o See SLT Meeting 3 on Event Overview Page

Night of the Event (Event Date: _____)

- Make sure certain technology is operable for event
- Meet with SLT at agreed upon time before event to share an overview of the evening

After the Event (Event Date: _____)

- Send email reminder to school adults about School Adult Debrief
 - o See Program Planning Information on Event Overview Page
- Send email reminder to students and prepare materials for Post-Event SLT Meeting
 - o See SLT Post-Event Meeting on Event Overview Page
- Complete online surveys provided by SpeakUp!
 - o Compensation will be provided after completion of surveys