Forum Host Checklist

BEFORE THE FORUM

☐ Get the support of your principal and one caring adult who will help you. Print off the PDF “Message to Schools” and give it to the caring adult in your school to let them know you are thinking about hosting a SpeakUp forum.
☐ Send in your “Here’s How It Works” page to the SpeakUp team.
☐ Get your SpeakUp in a Box resource from the SpeakUp team.
☐ Set a date and time for your forum.
☐ Find a space in the school where you can hold your forum with enough furniture (5 tables and chairs for 30 students), wall space to put up discussion materials and either a TV/DVD or a laptop with speakers.
☐ Recruit 5 students who will act as table leaders and 25 other students (5 per table) to attend using posters, postcards and word of mouth.
☐ Meet with your table leaders to plan and go through the day.

DAY OF THE FORUM

☐ Set up the TV, DVD player, tables and chairs.
☐ Set up your table supplies (one sticky note pad and pen for each student – place all other supplies in the middle of the table).
☐ Have a stop watch or alarm clock to time the sessions.
☐ Arrange your “Think About,” and “Rules of Engagement” pages on the table so that everyone can see them.
☐ Hold your forum – have fun.
☐ At the end of the forum, collect the flip chart papers.

AFTER THE FORUM

☐ Send back the voting pages (flip chart pages) and “Your Contact Information” page in the addressed envelope to the SpeakUp team so we can create a report of your work and send you a copy.
☐ Email the SpeakUp team at studentengagement@ontario.ca when you mail your results to us.