

D-7: Rally Checklist-Cindy Bader



**Rally Checklist**

- \_\_\_ Define purpose
  - \_\_\_ Choose theme
  - \_\_\_ Choose emcee(s), backstage manager, tech person (sound system)
  - \_\_\_ Brainstorm agenda
  - \_\_\_ Set agenda, type with specific times
  - \_\_\_ Write script for emcee—including a plan to dismiss at end of rally
  - \_\_\_ Emcee practice script LOTS
  - \_\_\_ Write directions for tech person
  - \_\_\_ Brief backstage manager
  - \_\_\_ Ask participants ie: choir, band, cheer, dance team, sports teams, National Anthem singer
- at least three weeks in advance*
- \_\_\_ Plan decorations, do poster request EARLY
  - \_\_\_ Write bulletin announcements
  - \_\_\_ Class competitions? Follow worksheet/check list
  - \_\_\_ Do seating chart for staff/classes
  - \_\_\_ Arrange for preferred seating for some group at each rally—athletes, court, club court, Renaissance students, etc. to relieve the crowded stands
  - \_\_\_ Write cover letter to staff stating purpose of rally, show enthusiasm for rally
  - \_\_\_ Copy staff letter and seating chart—deliver to mailboxes MONDAY before rally

- \_\_\_ Gather all supplies by Monday of rally
- \_\_\_ Confirm with all participants two weeks before rally
- \_\_\_ Type final agenda
- \_\_\_ Give copy of final agenda to: all adult participants, admin, Ms. Bader
- \_\_\_ Make copies of final agenda for backstage (to hang on wall)
- \_\_\_ Make extra copies of seating chart and give to admin
- \_\_\_ Hold rally rehearsal one-two days before rally
- \_\_\_ Practice all class competitions!!!
- \_\_\_ Do student study trip list for all participants needing to get out of 4<sup>th</sup> period (not ASB)
- \_\_\_ Do call slips for above (give call slips at the rally rehearsal—no rehearsal, no call slip!!!)
- \_\_\_ Make plan for decorating 4<sup>th</sup> period (divide into six jobs so councils can all help)
- \_\_\_ Check all supplies: tape, helium, LIVE batteries in mics, etc.
- \_\_\_ Tech—organize music according to agenda, check tapes, CD's, etc. during rehearsal
- \_\_\_ Ask ahead to borrow items: podiums etc.
- \_\_\_ ALWAYS set up sound system early and do sound checks at beginning of rally set up
- \_\_\_ Evaluate rally (with ASB, send teacher eval form)
- \_\_\_ Write thank you notes to all adult participants