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 4th period (not ASB)
___Do call slips for above (give call slips at the rally rehearsal—no rehearsal, no call slip!!!)
___Make plan for decorating 4th 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