

Things to consider when delivering an assembly

TIMING

How long is your assembly intended to last?

Whatever time you're given, double check it's the *actual time.* e.g. if they say 20mins, is it actually 10mins after everyone has sat down and done their notices?

Time yourself delivering the presentation – does it fit the window?

What time can you arrive to acclimatise, upload your presentation etc.

TECHNOLOGY

Does the school require you to email the slides in advance? Can you bring them in on a USB stick?

If the PowerPoint is not being shown off your device be sure to embed any fonts you use.

Does your PowerPoint have external links i.e. YouTube clips which require an internet connection?

You can double-check by going through your presentation on flight mode.

If you are using your own device, do you have an HDMI port or a VGA port? Have you got a converter in case their connection is different to yours?

Does your presentation require audio? Often this is the most unreliable aspect of AV set ups in school – if you need it, liaise with the school on it.

SUBSTANCE

What are the aims of the assembly – are you and the school on the same page / aligned?

What is your "call to action" – what do you want people to do differently because of your presentation?

Are there any young people you can involve in delivery? It will impact the young person & the audience.

If people only vaguely remember what you shared today, where can they find out more/ a reminder?

Is there any interactivity in your presentation? If not, are you confident you can hold their attention without it?

If there is interaction, have you considered what you will do if the young people don't respond?

If you're going to take prizes/incentives, check it's OK with the school.



Found this useful or changes to suggest?
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@aiksaath



Sometimes the laptop is situated well away from the best location to stand – consider taking a USB clicker with you.

GETTING INSIDE

Will the school require a DBS? Photo ID?



If someone else set up the assembly do you know your named contact at the school?

ACCESSIBILITY

Are there any people in the room with SEND which need to be taken into consideration? e.g. hearing loops.

FINAL TIPS

It can take a long time for the room to fill up – think about what you want on the screen for them to be thinking about... What's useful to you?

Think about different mediums to support your point: film, spoken word etc but road test the contents on a few young people first to make sure they resonate.

Never forget the power of a story.