

## ASSEMBLY CHECKLIST

This checklist is designed to give you guidance in providing an assembly that conveys a clear, ethically sound message to your audience. While you are planning and rehearsing and before putting on your assembly, review the following checklist:

- Am I violating either civil or criminal law, an established policy or the **trust of the group**?
  
- Does it support the mission of our school / ASB / club / group?
  
- Does it show respect to everyone in your audience?
  
- Does it promote win-win relationships?
  
- Is the humor appropriate for the setting and audience? How would the following people feel about the humor:
  - Adviser
  - Teacher
  - Parent
  - Principal
  - School Board Member
  - Guest
  
- Do your props or characters perpetuate harmful stereotypes regarding race, ethnicity, gender, age, religion, sexual orientation, disability, socio-economic condition, body type, etc.?
  
- Does your assembly flow from one event to the next? Are the transitions written to move from the previous act to the next? Are they interesting?
  
- Have you practiced and timed moving props so there is no lag time between events?
  
- Do you have someone in charge of music, power points, etc.?

## ASSEMBLY AGENDA PLANNING FORM - EXAMPLE

*This form should be given to every group who is in the assembly so they will know their cues, including your sound and lighting people.*

Order	Event	Who	Time	Stage Info.	Misc.
1	Intro	MC's	1 minute	spotlight	music selection
2	Flag presentation	ROTC	2 minutes	spotlight	
3	National Anthem	Choir	2 minutes	spotlight	mics
4	Transition 1 to Cheer	MC's	1 minute	spotlight	
5	Cheer	Squad	3 minutes	lights on	CD
6	Transition 2 to Sports	MC's	1 minute		
7	Sports	Teams	3 minutes	lights on	mics & music
8	Transition 3 to Skit	MC's	1 minute		
9	Skit	Cast	3 minutes	spotlight	mics & music
10	Transition 4 to Comp Intro Aaron	MC's	1 minute		set up-course?
11	Competition	Aaron intro competitors and explain game	5 minutes	lights on	
12	Transition 5 to Dance/Drill	MC's	1 minute		
13	Dance/Drill	Team	3 minutes	lights on	CD
14	Wrap up	MC's	2 minutes		music/band/etc.

Finish time--approximately 30 minutes

**Note – Transitions are one of the most important parts of an effective assembly and frequently the least prepared. Do not go up and talk off the top of your head! Script them out and build time into your assemblies for them. They will help make your assembly seamless.**

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Order	Event	Who	Time	Stage Info.	Misc.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Finish time: \_\_\_\_\_