

Presenter Committee

1. Choose a theme for Words Hurt Week.
2. Generate a list of topic ideas for presenters. Find a variety of topics that center around your theme.
3. Call people to present for the week of Words Hurt Week and organize them on a presenter document.
4. Ask presenters for a title for their presentation, their title/job description, a picture, their presentation needs, and a short bio (to introduce them) to put on the website to advertise for their presentation. Also, ask them their t-shirt size since we will deliver a t-shirt to them ahead of time.
5. Call local organizations such as NAMI, YMCA, Catalpa, Empower Yoga, Evolve, Harbor House, Sexual Assault Crisis Center, Boys and Girls Club, etc. to see if they would like to have a booth in the commons during presentation days. They can hand out information to students.
6. Call presenters and local organizations a week before to remind them of their presentation and confirm the time and date. Arrange a meeting place and time for you to meet them when they come into school.
7. Have your advisor send out an email to East Staff about upcoming presentations so teachers can sign up to view them with their classes. You may also want to send out an email to East Staff to see who would like to present.
8. Email Mr. German to arrange for students to video the event. Send him a sign-up sheet so he can coordinate with his students.
9. Make a seating chart for the auditorium for each hour of the day.
10. The seating chart needs to be given to teachers in their mailboxes a few days prior to the event. Also, the advisor should send out an email letting the teachers know there is a seating chart in their mailbox.
11. Create PowerPoint slides that have the presenter's name and what they will be speaking about on the day of presentations.
12. Organize a gift for the presenters. An idea may be a Words Hurt presenter shirt, a bracelet, a candle – something for self-care. Include a thank you card as well and be sure to have water on the day of presentations for presenters!

13. Design a t-shirt for the presenters and order them. Deliver t-shirts to presenters before the event so they can wear them to the presentation.

14. Reserve the auditorium with Ms. Wetsel (Patti), the secretary of facilities.

15. Choose a documentary to show the community and order it online.

Counselor Helpers

16. Email Renae Swanson at UW-Oshkosh to let her know the week of Words Hurt Week so she can speak to her counseling students in CSI.

17. Send the information the counselors in training will need.

18. Design a t-shirt for the counselors in training.

19. Obtain background checks and t-shirt sizes. Order the t-shirts.

Website

20. Update and maintain the website with the latest information.

21. Update post cards on the website and upload presentation videos.

These are things we have done in the past. Keep in mind your committee may develop new ideas as well.