



Stop the Silence. Help End the Violence.

## SCHEDULING CHECKLIST

To help us ensure a successful visit to your school, please complete the following checklist.

### 1. Presentation Schedule Template

While creating your presentation schedule, keep in mind the length of the presentations. Also be sure to allow at least 10 minutes between presentations. The referenced length does not allow time for questions and answers (Q&A). If you wish to include a Q&A period, you need to block longer time increments.

Level	Length	Max # Attendees
Kindergarten through 1st Grade	20-25 minutes	75
2nd through 3rd Grade	25-30 minutes	100
4th through 5th Grade	40-45 minutes	150
6th through 8th Grade	40-45 minutes	250
9th through 12th Grade	40-45 minutes	300
Community Seminar	1 hour	No limit
OK2SAY Implementation Program	45 minutes	No limit

All presentations use [videos](#) that may be viewed on our website ([ok2say.com](http://ok2say.com)).

### 2. OK2SAY School Contact Form

Each school building is required biannually to complete an [OK2SAY School Contact Form](#) so our technicians have an efficient means to communicate with school personnel after hours. The emergency contact information will be kept confidential and accessed only if there is an emergency involving your school.

### 3. Parent Notification & Opt-Out Form [*Optional*]

[Access the Word version on our website](#) ([ok2say.com](http://ok2say.com)), so you can tailor it to your school. Distribute to inform parents of what their children will be seeing and encourage parents to preview the videos.

Parents who do not want their child to participate in the programming must complete and return the form to the school.

## 4. Equipment

Schools are responsible for providing the following equipment which must be set up before the presenter's arrival:

- Laptop with USB ports;
- Windows 8 or newer;
- Windows Media Player;
- Microsoft PowerPoint 2016 or newer;
- LCD Projector;
- Screen;
- Microphone (for large groups); and
- Speakers / Sound System.

## 5. Handouts

Schools are responsible for reproducing handouts. All handouts are available on the Michigan OK2SAY website ([ok2say.com](http://ok2say.com)).

### Educator Handouts:

- [Review Questions K-1](#);
- [Review Questions 2-3](#);
- [Review Questions 4-5](#);
- [Continuing the Conversation in the Middle School Classroom](#); and
- [Continuing the Conversation in the High School Classroom](#).

### Community Seminar Handouts:

- [Online Resources](#); and
- [Digital Media Discussion Questions and Action Plan](#).

## 6. Feedback Forms

A key to maintaining successful programming is feedback. We ask all adults in attendance at presentations to complete feedback forms.

- [K-1 Teacher Feedback Form](#);
- [2-3 Teacher Feedback Form](#);

- [4-5 Teacher Feedback Form](#);
- [6-8 Teacher Feedback Form](#);
- [9-12 Teacher Feedback Form](#); and
- [Community Seminar Feedback Form](#).

## 7. Promotional Materials

Help promote OK2SAY by displaying **FREE** [promotional materials](#), which include posters, brochures, contact cards, stickers, and more.

Please give all completed feedback forms to the presenter after the presentations or send them to:

Michigan Department of Attorney General  
OK2SAY Student Safety Program  
P.O. Box 30213  
Lansing, MI 48909  
Fax: 517-335-1935  
[Email](mailto:agcp@mi.gov) (agcp@mi.gov)  
Telephone Number: Direct: 517-241-8321  
Main: 517-335-0855