



Stop the Silence. Help End the Violence.

SCHEDULING CHECKLIST

To help us conduct a successful OK2SAY presentation at your school, please complete the following checklist.

1. Presentation Schedule Template

While creating your presentation schedule, keep in mind the length of the presentations. Please 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 (if in person)
6th through 8th Grade	40 – 45 minutes	250

The presentations use the following videos that may be viewed on the [OK2SAY YouTube channel](#).

- [Words Are Powerful](#)
- [Empty Seats](#)
- [Out of Your Hands](#)
- [Predators Lure Teens](#)
- [Pass it On](#)

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), 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 take part in the programming must complete and return the form to the school.

4. Equipment - If the Presentation is In-Person

If the presenter is in-person, schools are responsible for providing the following equipment which must be set up before the presenter's arrival:

- Laptop with USB ports;
- Windows 10;

- Windows Media Player;
- Microsoft PowerPoint 2020;
- LCD Projector;
- Screen;
- Microphone (for large groups); and
- Speakers / Sound System.

5. Virtual Presentation

Ideally, we would like to have multiple classrooms take part in a virtual presentation to maximize participation. The presenter will provide the school with a virtual invitation.

- It is up to the school to decide if they want to project the presentation in the classroom or use individual computers. It is important to have the speakers connected to the computer system, so the students can hear the presentation and videos.

6. Handouts

Schools are responsible for reproducing handouts. Handouts are available on the Michigan OK2SAY website (ok2say.com).

Educator Handout:

- [Continuing the Conversation in the Middle School Classroom](#)

7. Feedback Forms

A key to maintaining successful programming is feedback. We ask all adults in attendance at presentations to complete a [feedback form](#).

8. Promotional Materials

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