

3 Checklists for helping with Mike Domitrz's presentation for students, staff and faculty.

TWO WEEKS BEFORE:

- ☐ Have received box of Mike's materials and the promotional items (tattoos, buttons, and posters). *If not, call 800-329-9390 and let us know ASAP!*
- ☐ Have letter for parents printed and scheduled to be mailed later this week. The letter templates are available at: www.CenterForRespect.com/k12/downloads-web/
- ☐ Contacted local sexual assault crisis centers inviting them to the event. **Encourage them to promote the event.** Share with them Mike will be referring survivors to them at the program. Having them in attendance can bring provide opportunities for immediate support for survivors.
- ☐ Schedule your upcoming Promotions for the next 2 weeks. Schedule when you will be sending messages on social media.

SPECIAL FOR "Let's Talk" Student Program led by Mike Domitrz (if you are hosting one):

- ☐ Students have received a link to a survey to submit questions for Mike Domitrz to answer during the "Let's Talk" General Assembly. Or students have been given notecards to submit questions in their classrooms. The survey questions to ask the students can be found at: www.CenterForRespect.com/k12/downloads-web/

ONE WEEK BEFORE:

- ☐ Have received box of Mike's materials he uses DURING the show (shirts, books, wristbands). *If not, call 800-329-9390 and let us know ASAP!*
- ☐ Have sent a school-wide email to parents and guardians (details of the time, date, and location of the program are included in the email). You'll find the templates at:
www.CenterForRespect.com/k12/downloads-web/
- ☐ Contacted LOCAL media INVITING them to the event using one of the three Press Releases included at:
www.CenterForRespect.com/k12/downloads-web/
- ☐ Contacted local sexual assault crisis centers inviting them to the event. Remember to tell them Mike will be referring survivors to them at the program.
- ☐ Assign someone to Introduce Mike and give the person the Introduction which can be downloaded at:
www.CenterForRespect.com/k12/downloads-web/
- ☐ You have sent A.V. & Room Layout Guidelines listed at
www.CenterForRespect.com/k12/downloads-web/

SPECIAL FOR "Let's Talk" Student Program led by Mike Domitrz (if you are hosting one):

- ☐ Students' answers to the pre-Assembly survey have been emailed to Mike Domitrz so he can put together a presentation tailored to your students' concerns and struggles.

***CHECKLIST FOR THE DAY BEFORE AND DAY OF
MIKE DOMITRZ'S PRESENTATION***

- ☐ Have Boxes of Mike's materials at the venue (or with someone to be brought to the venue).
- ☐ 2 Bottles of Water are packed for EACH PRESENTATION for Mike Domitrz.
- ☐ Have Helpers assigned to HAND OUT the wristbands provided by *The Center for Respect Inc* **AS THE STUDENTS EXIT THE ROOM from the Program**. The wristbands are found inside the shipment with the books and shirts (typically arrives within one week of the event).
- ☐ You've assigned someone to INTRODUCE Mike using the Introduction provided in this packet AND the person ALREADY has the Introduction (so he/she can Memorize It a couple of days in advance) which can be downloaded from: www.CenterForRespect.com/k12/downloads-web/
- ☐ The AV & Room Layout specifications have been double-checked with the Facility Setup staff and the A/V Staff (download at www.CenterForRespect.com/k12/downloads-web/). The venue is all set to go!