

Planning your First Give Final

This checklist covers everything you need to do in order to make your First Give Final both easy to organise and a success on the day. A First Give team member will coordinate the event once they arrive, including hosting from the front, but this list will help you get everything prepared ahead of the event.

The first list **in orange** contains the things we think are essential for a smooth Final. The items **in blue** are suggestions of things to make the Final that extra bit special.

■ **Book the hall**

You'll need to book this for three hours as the rehearsal will be happening there directly before the live Final. The hall will need to be set up with rows of chairs for the audience, and a table for the judges at the front.

■ **Recruit 2–3 judges**

Please invite the Headteacher to sit on your panel, along with one or two student judges. Other suggestions: Head of Year, Governor, or another member of the SLT. They will need to be available for nearly two hours (a 20 minute briefing plus the 90 minute event).

■ **Book a judges' room**

Your judges will need a room for their briefing and the deliberation.

■ **Prepare the judges' table**

Prepare water and glasses for the judges' table (we'll bring a table cloth).

■ **Photographic consent** (if applicable)

We will provide you with the forms if we are going to be taking photographs at your Final.

■ **Send out invites**

Charity representatives, parents/carers, the rest of the year group, there are some letter templates in the First Give resources folder to help you draft your invitations.

■ **Prepare all PowerPoint slides**

Make sure all your PowerPoints are saved in one place (on a USB or the computer desktop).

■ **Technical support**

We recommend organising someone to ensure the sound is working, microphones (if they are using them), and to click through the presentation slides (if the students aren't using a clicker).

■ **Programme**

We'll email you the template two weeks in advance. Create and print this for your judges and the audience.

■ **Interval**

There is a natural break in the event whilst the judges deliberate. You might want to organise a student performance, show a short film or have a break for refreshments.

■ **Reception**

Make sure your reception staff know who to expect (i.e. judges, parents, charity reps etc).

■ **Tell your students**

Make sure they know what time and where the Final is happening! (Don't forget that the presenting students need to have three hours free, rehearsal and Final).

■ **Social action**

Why not get students to display social action they have done (posters, fliers etc)? Or the students could carry out some social action on the night (petitions, refreshment stand, quizzes etc). You could even organise a slide show of social action photos to rotate at the beginning or at the interval.

■ **Past winners**

Invite last year's winners to judge or even feedback on their First Give win.

■ **Background music**

playing while everyone takes their seats and for the interval.

■ **Fundraising**

If the students have raised money for their charities, you could organise to hand out cheques to all charities on the night.