Show What You Know! is an opportunity for students to execute their project(s), measure its effects and participate in a school-wide and community focussed Capstone Event, where each class will showcase their projects and achievements. The goal is for every student to participate in the execution of the project and identify how they have developed as individuals and community members since the beginning of the course.

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| **Date** | **Task/Assignment** | **Completed** |
| At least 5-6 weeks before the event | **Prepare what the students will present**  For example: -videos created during CCD  -PowerPoint Presentations  -slideshow  -Speech, etc. |  |
| At least 4 weeks before the event | **Set a date that is preferable to everyone** |  |
| At least 4 weeks before the event | **Book a venue (a place where students can present)**  -it can be at the school gym or in a classroom or where students feel comfortable |  |
| At least 3 weeks before the event | **Book any equipment**  For example: projector, speakers, chairs, TV, etc. |  |
| At least 3 weeks before the event | **Advertise the event to the community**  -Posters (template attached)  -Facebook posts |  |
| At least 3 weeks before the event | **Choose and invite guest speakers**  For example: people who contributed to the CCD project, Mayor, Principal, etc. to say a few words about the project/encouragement |  |
| At least 1-2 weeks before the event | **Order snacks for the event or buy at the local store**  For example: assorted vegetable plate, cookies, juices/water, coffee, etc. (there is a budget for this)  You can also ask students and/or staff to bake or prepare food |  |
| 1 week before | **Complete presentations/video/slideshow/speech, etc.** |  |
| 2 days before | **Prepare agenda for the event** (template attached) fill out the highlighted yellow sections and remove the highlight afterwards |  |
| 2 days before | **Make announcements on the FM** to inform people about the showcase |  |
| A day before or day of event | **Meet with your students and remind them their roles/duties** |  |
| A day before or day of event | **Set up the event**  For example: -Chairs  -Projector  -Snacks  -Equipment, etc. |  |
| Day of event | **Take plenty of pictures**  (assign someone to take pictures/videos) |  |
| Day of event | **Have fun and thank everyone for their help and for showing up to the showcase** |  |
| After the event | **Evaluate the success of your event and document any changes you would make for next year** |  |
|  | Others |  |
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