

BOOK GIVING ASSEMBLY GUIDELINES FOR SCHOOLS

TERM / YEAR: _____

SPONSOR'S REPS: _____

ROLE MODEL: _____

MEDIA REP: _____

OTHER SPECIAL GUESTS: _____

The focus of the Books in Homes Program is that “Reading is Fun!” and that children “Read to Success” so we ask you to capture the essence and spirit of this theme in your upcoming Book Giving Assembly and to captivate all the participants—children, teachers, parents, Sponsors and Role Models alike.

Whether your Book Giving Assembly is a dedicated one, or piggy backs off a normal school assembly, here are some suggestions you can use as a starting point for mapping out your successful blueprint:

- Organise the date and time of your Book Giving Assembly at the beginning of each term, and communicate this information to: support@booksinhomesaustralia.com.au so we can organise a Role Model for your school
- Research and liaise with your Role Model and then thematically link their profession to books and reading, especially if your Role Model is an author or illustrator (be sure to check out their published books!)
- Add a performance aspect to the Book Giving Assembly via music, dance or theatre
- Add a cos-play (fancy dress) element or parade to your Book Giving Assembly
- Decorate the hall / venue with balloons, posters and more
- Get the children to create their own books from 2 to 8 pages (depending on their age) by writing and illustrating a simple story
- Encourage the children to participate in an illustration competition built around a particular theme (eg. superheroes, mythical creatures) and then get the Role Model to judge the competition
- Create a book theme built around some of the Indigenous Australian and migrant cultures represented in your school (eg. various Indigenous language / nation groups, Pacific Islander, Middle Eastern etc)
- Or any other creative activity.

CHECKLIST

PRE-BOOK GIVING ASSEMBLY

	PLEASE TICK ONCE COMPLETED
Email your Book Giving Assembly DATE and TIME to Books in Homes Australia by the end of Week 2 to support@booksinhomesaustralia.com.au <i>(Books in Homes Australia will then contact your Sponsor and your Role Model and ask them to contact you for further information.)</i>	<input type="checkbox"/>
Consult with your Sponsor to determine how he / she / they would like to participate in your Book Giving Assembly. <i>(Books in Homes Australia will send your Sponsor an invitation to attend your Book Giving Assembly, and upon RSVP will email you the Sponsor's rep's name. That person will then initiate contact with you.)</i>	<input type="checkbox"/>
Provide your Sponsor with the following information: <ul style="list-style-type: none"> • WHERE TO PARK • WHAT TIME TO MEET AT RECEPTION • NAMES OF TEACHERS / STUDENTS WHO WILL MEET HIM / HER / THEM AT RECEPTION. 	<input type="checkbox"/>
Ask your Sponsor if he / she / they would like to bring an Exhibition Banner or other branded material to display on the stage at the Book Giving Assembly.	<input type="checkbox"/>
Consult with your Role Model to determine how he / she would like to participate in your Book Giving Assembly. <i>(Books in Homes will send you the Role Model's name and bio, and then that person will initiate contact with you.)</i>	<input type="checkbox"/>
Provide your Role Model with the following information: <ul style="list-style-type: none"> • WHERE TO PARK • WHAT TIME TO MEET AT RECEPTION • NAMES OF TEACHERS / STUDENTS WHO WILL MEET HIM / HER AT RECEPTION. 	<input type="checkbox"/>
Prepare a tech equipment and resource list based on your Sponsor's and Role Model's requirements for their respective presentations.	<input type="checkbox"/>
Draft up an agenda / running sheet for your Book Giving Assembly, including any school leaders or other student participation, and email to Books in Homes Australia. The Book Giving Assembly needs to be timed for 45 minutes to an hour unless other arrangements have been made. <i>(Books in Homes Australia will distribute your agenda to your Sponsor and your Role Model.)</i>	<input type="checkbox"/>
Pack and label all the book bags, and organise the order and method in which they will be distributed to the children during the Book Giving Assembly.	<input type="checkbox"/>

ACTUAL BOOK GIVING ASSEMBLY

	PLEASE TICK ONCE COMPLETED
Provide your school reception with the Sponsor's and Role Model's names.	<input type="checkbox"/>
Organise the stage area and seating for the presentation.	<input type="checkbox"/>
Organise all tech equipment for the presentation.	<input type="checkbox"/>
Organise water or morning / afternoon tea for your Sponsor and Role Model.	<input type="checkbox"/>
Organise any additional helpers to ensure the book bags are handed out efficiently during the Book Giving Assembly.	<input type="checkbox"/>
Prepare an acknowledgement speech to be delivered from the podium to thank your Sponsor and Role Model. THIS IS CRITICAL!	<input type="checkbox"/>
Organise for the pre-appointed teacher or student/s to accompany the Sponsor and Role Model from reception to the Book Giving Assembly location.	<input type="checkbox"/>
Position your Sponsor's Exhibition Banner (or other branded display material or signage) on stage (if applicable).	<input type="checkbox"/>
Organise for a teacher or student to escort your Sponsor and Role Model back to reception after the Book Giving Assembly is over.	<input type="checkbox"/>

POST BOOK GIVING ASSEMBLY

	PLEASE TICK ONCE COMPLETED
Take photos of children with the Sponsor and the Role Model (please get some shots of them in front of the Sponsor Exhibition Banner if applicable).	<input type="checkbox"/>
Email Book Giving Assembly photos and Media Consent Forms to Books in Homes Australia to: support@booksinhomesaustralia.com.au	<input type="checkbox"/>
Email the Principal's thank you letters for your Sponsor and your Role Model to Books in Homes Australia to: support@booksinhomesaustralia.com.au	<input type="checkbox"/>
Complete any applicable survey that may be sent to you by Books in Homes Australia.	<input type="checkbox"/>