Planning Tracker

Get Started

Key Dates: Add your own key dates

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Check List
Tick as you go...

- ☐ **1.** Have you watched the #ThinkLanguages videos from previous years for ideas on planning your event?

- ☐ **2.** Have you read the Planning Handbook 2023? The perfect planning companion to make the most of your #ThinkLanguages Festival.

- ☐ **3.** Have you appointed a champion team and given everyone in the team a role?

- ☐ **4.** Have you started brainstorming your Festival ideas? Be sure to check out what our 2023 partners, the IFI, Business in the Community, and Higher Education Institutions, have to offer!

- ☐ **5.** Have you looked through the Pre-recorded Workshop Booklet to start thinking about which workshops you'd like to run?

- ☐ **6.** Have you put up posters in your school and/or community to promote the event?

- ☐ **7.** Have you checked your confirmation email from the #ThinkLanguages Support Team to make sure your schools details are correct?

- ☐ **8.** Have you and your Champion Team submitted your Festival Lineup and Entry Form?

Lots of ideas on our social channels

We would encourage you to follow Languages Connect on social media for all the latest ideas and updates! For ideas of how #ThinkLanguages worked in previous years, check out the playlist on our Youtube Channel. **Good luck!**

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3 Weeks To Go!

Key Dates: Add your own key dates

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Key Goal Check List
Tick as you go...

☐   **1.**   Have you allocated roles to each team member and given clear timelines for each task?

☐   **2.**   Have you used the sample Festival Lineup and the template provided in the Planning Handbook to help pull together a schedule for your festival? Remember if you submit your Festival Lineup you could be in with a chance to win a trip to Brussels!

☐   **3.**   Have you invited outside speakers or workshop facilitators to share their language learning experiences at your #ThinkLanguages Festival?

☐   **4.**   Did you download the promo video and share it on your school or TY social media channels?

☐   **5.**   Have you selected the online workshops you're interested in doing?

☐   **6.**   Have you made sure that any halls/classrooms that are needed for the day are booked for the time required?

☐   **7.**   Have you explored the IFI website and selected what MFL Film you'd like to stream to the classroom or what cinema you could visit to watch it?

☐   **8.**   Have you reached out to nearby Higher Education Institutes to see what events they are running for #ThinkLanguages 2023? Perhaps a speaker could come to your school's festival.

Lots of ideas on our social channels

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One Week To Go

Key Dates: Add your own key dates

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Key Goal Check List
Tick as you go...

☐ **1.** Have you selected the workshops that each group of TYs would like to do?

☐ **2.** Have you finalised your Festival Lineup for the day?

☐ **3.** Have you shared the lineup on your school social media and/or website?

☐ **4.** Have you downloaded the #ThinkLanguages Press Release from the website and edited it with your school details? This can be sent to the local papers with some photos of your day.

☐ **5.** Have you received your School's Event Kit? It is full of fun prizes and language-focused promotional items to help you build the buzz and excitement around your school and events on the day.

☐ **6.** Have you confirmed times and necessary details with any speaker or member of the community joining you for your #ThinkLanguages Festival?

☐ **7.** Have you appointed a class photographer for your event day who will take photos of all the workshops/speakers/food tasting/fun and games? Be sure to share these with us on our social media.

Planning Tracker

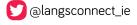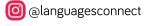## Day Before

Key Dates: Add your own key dates

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Key Goal Check List
Tick as you go...

☐ 1.

☐ 2.

☐ 3.

Planning Tracker

After The Event

Key Dates: Add your own key dates

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Key Goal Check List
Tick as you go...

☐ 1.

☐ 2.

☐ 3.