

Champion Team Task Cards

Once printed, cut out your Champion Team Task Cards and give them to your students before the planning begins. They can attach them to the lanyards and wear them for the day of your #ThinkLanguages event!



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Champion Team
Captain

Champion Team Captain

This role is about leadership, setting an example and supporting all members of the Champion Team to make your event as exciting and successful as it can be

Tasks and responsibilities:

- Get the Champion Team together often to discuss the event and what tasks need to be completed
- Create a positive attitude and environment within the #ThinkLanguages Champion Team
- Be a spokesperson for the event in your school getting other students and teachers excited for the event
- Work closely with, and be the main point of contact for the supporting teachers
- Be approachable to all other team members
- Keep track of event and competition deadlines
- Remember! Submitting your festival lineup is the first step in being in with a chance to win a trip abroad for you and your team mates, be sure to find out when the deadline for submission is and work with the scheduling manager to fill it the template found on the languages connect website or in your support teacher's handbook



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Festival Scheduling Manager

Festival Scheduling Manager

This role is about planning the day's events and coordinating the work of your team members to keep everything running smoothly

Tasks and responsibilities:

- Pick a day during #ThinkLanguages Week to host your main event
- Speak to the Activities and Production Managers to find out how long each activity and event will be, what equipment is needed and how long they expect it will take to set up, and what times workshops and speakers are available
- Maybe you need to split your year group up, or will everyone do all the activities together – account for this in your schedule planning
- Create the festival lineup – this will be your team's entry into the Champion Team Competition be sure to get everyone's feedback and thoughts before submitting!
- Keep an eye on the time on the event day and make sure everyone is sticking to their schedule



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Activities Manager

Activities Manager

This role is about deciding what type of activities or workshops you want to include in your event and working with the rest of the Champion team to get things ready for them

Tasks and responsibilities:

- Think about any students/parents/teachers who would be able to speak at or run a workshop for your event. Reach out to them and invite them along!
- Once you've confirmed the details with your Scheduling Manager, share all the information with the invited speakers and workshop facilitators
- Link in with the Production Manager to make sure that the team, school and rooms are prepped for the chosen activities
- Be sure to communicate to the students attending the workshops what equipment they may need to bring
- Explore and select a virtual workshops and other activities for your #ThinkLanguages Event, such as seeing a foreign language film in your local cinema with the IFI or visiting a nearby university campus!



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Marketing & Social Media Manager

Marketing & Social Media Manager

This role is about promoting and documenting the event before, during and after #ThinkLanguages Week and your own school's event

Tasks and responsibilities:

- Find out more about your school's social media and who is in charge of running it, you will have to enlist their help to get the word out about your event!
- Research popular social media and marketing techniques and build a plan to promote your event
- Decide who you want to know about the event, students/teachers/parents/people in your community and think of the best ways to get your message out to them
- Think offline – how else can you promote your event around the school and local community? Posters or maybe an announcement over the school's intercom or in local newspaper is a place to start
- Take a look at the resources available on languagesconnect.ie/thinklanguages, and find out all there is to know about the social media competition and how to enter



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Production Manager

Production Manager

This role is about organising all the equipment needed for the event, booking rooms and making sure all the spaces for the event are ready on the day

Tasks and responsibilities:

- After talking to the Activities Manager create a list of all the equipment needed for each activity in your #ThinkLanguages Event
- Think about and plan how many rooms/what spaces (i.e., sports hall or kitchen) are needed and speak to the relevant staff members to reserve them for the day of your event
- Is there any screens, projectors, speakers or microphones needed for the event? Make sure you have permission to use them for the day and know how to set them up
- Brainstorm how your team will want to decorate the rooms and halls for your school's event and make a plan to have it all completed for #ThinkLanguages Week



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Research Manager

Research Manager

This role is all about investigating what languages are spoken in your school and local area and how they can enhance your #ThinkLanguages Event

Tasks and responsibilities:

- Conduct research to learn how many languages are spoken by students in your school, or how many students in your school are bilingual
- Research any people or organisations in your local area, such as universities, businesses, or clubs, that offer services through modern foreign languages, work with the Activities Manager to reach out and invite them to your event!
- Find ways to showcase the data you've collected at your event, like posters or a presentation, with interesting facts about languages in your school
- Find local Italian/Brazilian/Polish/French shops or restaurants in your area that may want to contribute to the #ThinkLanguages event
- The Scheduling Manager and Activities Manager may need your help in sourcing speakers and arranging times for them, be sure to share your research findings with the Champion team!



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