

Champion Team

Task Cards

These task cards contain suggested roles and responsibilities for the six Champion Team members. You can cut them out and attach them to the lanyards in your pack so that each team member has a handy guide of what they should do!

↙ Fold back ↘



#ThinkLanguages Week
Think Global Act Local

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 the tasks that 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, so be sure to find out when the deadline for submission is and work with the Scheduling Manager to fill in the Champion Team Competition entry form on the Languages Connect website



#ThinkLanguages Week
Think Global Act Local

Research Manager

Research Manager

This role is all about investigating which languages are spoken in your school and local area and how they can enhance your #ThinkLanguages Week 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 multilingual
- > Research any people or organisations in your local area, such as universities, businesses, or clubs, that offer services through modern foreign languages, and 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, e.g. through posters, or a presentation, with interesting facts about languages in your school
- > Find local shops or restaurants in your area that may want to contribute to the #ThinkLanguages event, e.g. Italian restaurant, Brazilian shop, etc.
- > 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!

#ThinkLanguages Week
Think Global Act Local

Marketing & Social Media Manager

Marketing & Social Media Manager

This role is about promoting and documenting the event before, during and after #ThinkLanguages Week.

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 should 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 about how else you can 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



#ThinkLanguages Week
Think Global Act Local

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:

- > Decide on which day(s) during #ThinkLanguages Week you will host your 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 up your year group – or will everyone do all the activities together? Account for this in your schedule planning
- > Create the festival lineup – this will be needed for your team's entry into the Champion Team Competition. Be sure to get everyone's feedback and thoughts before finalising
- > Keep an eye on the time during your #ThinkLanguages Week event and make sure everyone is sticking to their schedule

#ThinkLanguages Week
Think Global Act Local

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.

Tasks and responsibilities:

- > After talking to the Activities Manager, create a list of all the equipment needed for each activity in your #ThinkLanguages Week event
- > Think about and plan how many rooms/what spaces (e.g. sports hall or kitchen) are needed and speak to the relevant staff members to reserve them for the day of your event
- > Are any screens, projectors, speakers or microphones needed for the event? Make sure you have permission to use them 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



#ThinkLanguages Week
Think Global Act Local

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 an online workshop and other activities for your #ThinkLanguages Week event, such as seeing a foreign language film in your local cinema with the IFI or visiting a nearby university campus

Fold back

