



## Champion Team Planning Tracker

### Stage 1: Recruit a Champion Team

**Key dates:** Add your own dates below

---

---

---

---

---



**#ThinkLanguages Week**  
**Think Global Act Local**

## Key tasks checklist

Tick as you complete

- ☐ 1. Have you read the #ThinkLanguages Week Planning Handbook? It is your step-by-step guide to all the resources and supports available for you to create an exciting and engaging festival of languages and cultures in your school.
- ☐ 2. Have you read about the aims and themes of #ThinkLanguages?
- ☐ 3. Have you used the student sign-up sheet from the starter pack to help you recruit Champion Team members?
- ☐ 4. Has a Champion Team been appointed, and roles allocated to each Champion Team member?
- ☐ 5. Task cards with details of suggested roles for each team member are found at the back of the Planning Handbook. Have you used the task cards and the lanyards included in the starter pack?

### Lots of ideas on our social channels

We encourage you to follow Languages Connect on social media for all the latest updates and ideas. Check out the #ThinkLanguages playlist on our YouTube channel for ideas from previous years. **Good luck!**

## Stage 2: Explore Resources

#ThinkLanguages Week  
Think Global Act Local

**Key dates:** Add your own dates below

---

---

---

---

---

## Key tasks checklist

Tick as you complete

- ☐ 1. Have you watched the #ThinkLanguages videos from previous years for ideas on your event? Find them on the Languages Connect website or YouTube channel.
- ☐ 2. Have you checked out what is on offer from the Irish Film Institute for #ThinkLanguages Week 2024?
- ☐ 3. Have you reached out to nearby universities to see what events they are offering for #ThinkLanguages Week 2024 or invited a speaker to your school's event?
- ☐ 4. Have you downloaded the Online Workshops booklet and thought about which workshops you might run as part of your event?

### Lots of ideas on our social channels

We encourage you to follow Languages Connect on social media for all the latest updates and ideas. Check out the #ThinkLanguages playlist on our YouTube channel for ideas from previous years. **Good luck!**

## Stage 3: Plan and Promote

#ThinkLanguages Week  
Think Global Act Local

**Key dates:** Add your own dates below

---

---

---

---

---

## Key tasks checklist

Tick as you complete

- ☐ 1. Have you decided on which day(s) of #ThinkLanguages Week you will have activities?
- ☐ 2. Have you used the Champion Team task cards to support you in planning each team member's contributions?
- ☐ 3. Have you discussed all the resources available from the #ThinkLanguages Team and the #ThinkLanguages partners?
- ☐ 4. Have you put up the posters from the starter pack in your school to promote the event?
- ☐ 5. Have you conducted research to see how many languages are spoken in your school?
- ☐ 6. Have you invited speakers or workshop facilitators from your wider school or local community to share their language-learning experiences at your #ThinkLanguages Week event?
- ☐ 7. Have you decided which pre-recorded workshop(s) to include in your event?
- ☐ 8. Have you selected a film from the Irish Film Institute's #ThinkLanguages Week programme or planned a trip to a university?
- ☐ 9. Have you downloaded the #ThinkLanguages sample press release from our website and edited it with your school details? This can be sent to the local newspapers with some photos of your day.

### Lots of ideas on our social channels

We encourage you to follow Languages Connect on social media for all the latest updates and ideas. Check out the #ThinkLanguages playlist on our YouTube channel for ideas from previous years. **Good luck!**

## Stage 4: Refine Lineup and Enter Competition

#ThinkLanguages Week  
Think Global Act Local

**Key dates:** Add your own dates below

---

---

---

---

---

## Key tasks checklist

Tick as you complete

- ☐ 1. In finalising your lineup, have you explored and showcased the variety of languages used in your wider school and local community?
- ☐ 2. Have you taken advantage of the offerings provided by the #ThinkLanguages partners?
- ☐ 3. Have you celebrated the #ThinkLanguages themes in your final lineup?
- ☐ 4. Have you made connections in your community by organising your own workshops or talks?
- ☐ 5. Have you included all TY students in your #ThinkLanguages Week activities?
- ☐ 6. Have you shared details of your activities on your school social media and/or website?
- ☐ 7. Have you downloaded the Champion Team Competition entry form from our website ([languagesconnect.ie/thinklanguages-competitions](https://languagesconnect.ie/thinklanguages-competitions)) and filled in the details? Submit it to be in with a chance to win a trip to Brussels! The deadline is **5pm on Friday 25 October 2024!**

### Lots of ideas on our social channels

We encourage you to follow Languages Connect on social media for all the latest updates and ideas. Check out the #ThinkLanguages playlist on our YouTube channel for ideas from previous years. **Good luck!**

## Stage 5: Enjoy your #ThinkLanguages Week!

#ThinkLanguages Week  
Think Global Act Local

**Key dates:** Add your own dates below

---

---

---

---

---

## Key tasks checklist

Tick as you complete

- ☐ 1. Have you confirmed times and necessary details with any speaker or member of the community joining you for #ThinkLanguages Week?
- ☐ 2. Have you given instructions or advice around parking to any speakers or workshop facilitators joining you?
- ☐ 3. Have you made sure that any halls/classrooms that are needed for the day are booked for the time required?
- ☐ 4. Have you set up and tested any online activities, such as the Opening Ceremony?
- ☐ 5. Have you appointed a class photographer who will take photos of all the events on the day? Be sure to share these with us on our social media and tag us using the hashtag #ThinkLanguages

### Keep in touch on our social channels

Keep an eye on Languages Connect social media during #ThinkLanguages Week to be part of the buzz and see what other schools are doing. Make sure to tag us using the hashtag #ThinkLanguages. **Good luck!**



## Champion Team Planning Tracker

### After #ThinkLanguages Week

**Key dates:** Add your own dates below

---

---

---

---

---



#ThinkLanguages Week  
Think Global Act Local

## Key tasks checklist

Tick as you complete

- ☐ 1. Have you filled in the teacher and student feedback forms from the #ThinkLanguages Team?
- ☐ 2. Have you submitted photos or an article to the local newspaper or radio station?
- ☐ 3. Have you included an article about your #ThinkLanguages Week in the school newsletter?