



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 & Opportunities

Key dates: Add your own dates below

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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 our YouTube channel.
- ☐ 2. Have the Champion Team task cards helped you plan each team member's tasks?
- ☐ 3. Have you reached out to nearby universities, cultural institutes and the Europa Experience to see what events they are offering for #ThinkLanguages Week?
- ☐ 4. 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?
- ☐ 5. Have you downloaded the Online Workshops booklet and thought about which workshops you might run as part of your event?

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Stage 3: Plan and Promote

Key dates: Add your own dates below

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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 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.

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Stage 4: Enjoy your #ThinkLanguages Week!

Key dates: Add your own dates below



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Key tasks checklist

Tick as you complete

- ☐ 1. Have you confirmed times and necessary details with any speaker(s) or member(s) 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 or classrooms that are needed for the day are booked for the time required?
- ☐ 4. Have you set up and tested any online resources, such as the Opening Ceremony?
- ☐ 5. Have you shared details of your activities on your school social media and/or website?
- ☐ 6. Have you considered recording a vlog of your #ThinkLanguages Week as part of your Champion Team Vlog Competition entry?

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!**

Stage 5: Enter Our Competitions

Key dates: Add your own dates below

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Tick as you complete

- ☐ 1. During #ThinkLanguages Week, did you explore and showcase the variety of languages used in your wider school and local community?
- ☐ 2. Did you take advantage of the offerings provided by the #ThinkLanguages partners?
- ☐ 3. Did you celebrate the #ThinkLanguages themes?
- ☐ 4. Did you make connections in your community by organising your own workshops or talks?
- ☐ 5. Did you include all TY students in your #ThinkLanguages Week activities?
- ☐ 6. Have you recorded a 3 minute documentary style vlog of your #ThinkLanguages Week?
- ☐ 7. Have you downloaded the Champion Team Vlog Competition entry form from our website (languagesconnect.ie/thinklanguages-competitions) and filled in the details? Submit your vlog and entry form via Wetransfer to be in with a chance to win a trip to Brussels! The deadline is **5pm on Monday 30 November 2026!**
- ☐ 8. Have you considered entering our Individual Poster Competition? For details on how to enter, visit our website languagesconnect.ie/thinklanguages-competitions

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After #ThinkLanguages Week

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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?