Planning the student assembly

Ryan's Story • Organizer logistics • Grades 5-12

These requests draw on my experience presenting in over 2,500 schools and help create an attentive, respectful setting.

Schedule: Reserve 60 minutes for personal storytelling followed by guided discussion and reflection. Allow additional time for student arrival, seating and dismissal. Confirm the final schedule with John before the visit.

1. Student entry and seating

Please have students enter and be seated efficiently and in an orderly way. Staff should guide students into rows to preserve program time.

2. Cell phones and headphones

Ask students to put away phones and remove earbuds or headphones before the assembly, while preserving school-approved accessibility, medical and other necessary accommodations.

3. Hats and hoodies

Ask students to remove hats and hoods, with appropriate religious, cultural and school-approved accommodation exceptions.

4. Staff engagement

Please refrain from unrelated work. Limit device use to supporting student needs or taking assembly-related notes. Engaged adults help set a respectful tone.

5. Early departures

Seat anyone who needs to leave early near an exit and ask them to leave quietly. Students needing support should be able to leave with an agreed staff contact.

6. Announcements

Please avoid scheduled intercom announcements during the presentation; emergency and safety announcements take priority.

7. Environmental distractions

Where possible, avoid nearby activities that create noise, such as gym classes, hallway traffic or music.

8. Recording and photography

Audio or video recording is not permitted. Photography may take place during the final 15 minutes, after the short stand-and-stretch break. Confirm the cue with John, and follow school consent and privacy requirements.

9. Student support

Arrange a designated counselor or student-support professional and a clear process for students who need support during or after the assembly. Discuss relevant concerns with John in advance and follow school safeguarding and emergency procedures.

Thank you for helping create a respectful and meaningful experience for students.

John Halligan • johnhalligan@ryansstory.org • 802-578-8229