

SchoolAssemblies.com

PRESENTS

**The Ridiculously
Easy Guide to
Booking a
School
Assembly**

2023-2024

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INTRODUCTION

Welcome to this free guide designed to help parents navigate the process of booking a quality school assembly program. We understand the importance of knowing the potential pitfalls before committing to any investment, and this guide aims to clarify those and make your booking process as smooth as possible.

UNDERSTANDING

THE

IMPORTANCE

OF SCHOOL ASSEMBLIES

A school assembly is a collective gathering of students where they can learn, celebrate, and share experiences. Assemblies can be magical, they can (and should be exciting! They are more than just a break from the regular classroom routine, they can foster unity, enhance learning, and inspire students. However, it's important for parents to complete due diligence before booking assemblies to ensure they offer *real value*.

PARENTS

WE WANT TO HELP YOU AVOID MISTAKES!!

STEPS TO BOOKING A QUALITY ASSEMBLY

PROGRAM

1

Identify your Assembly Needs

The first step is to consider what the school and students need from the assembly. It could be curriculum reinforcement, exposure to cultural experiences, or motivation and inspiration.

2

Research Potential Assembly Programs

Investigate various companies like SchoolAssemblies.com to see what programs they offer and determine if they align with your needs.

3

Assess the Quality of Assembly Programs

Review the content and structure of the program. Is it engaging? Does it offer an interactive component? Does it utilize the latest technology? These factors contribute to its overall quality and the program's success.

4

Confirm Age-Appropriateness of the Program

Make sure the program is suitable for the age group of the students. What might work for a high school crowd may not be suitable for elementary students. Beware of companies that claim their shows appeal to ALL ages.

POTENTIAL PITFALLS AND HOW TO AVOID THEM

Pitfall #1 Not Ensuring Alignment with Curriculum

Always check if the program complements the existing school curriculum. Ask supplier if it will enhance the learning experience for the students.

Pitfall #2 A Magic Show Does Not Make an Assembly

While entertainment is important, the assembly should offer more than just a good time. It should offer educational value and meaningful engagement.

Pitfall #3 Not Seeking Out Reviews or Feedback

Look for reviews or testimonials about the program and the company on external sites (i.e. Google reviews). This can provide insights into the experience of others and the effectiveness of the program.

Pitfall #4 Not Confirming Details Before Booking

Ensure you have all the necessary details like date, time, venue, and cost before you commit to the booking. As you approach the date, confirm load-in place and time as well.

Pitfall #5 Failing to Communicate Effectively with All Parties Involved

Once you book the assembly, communicate the details to the school administration, teachers, and other parents to ensure everyone is on the same page.

Pitfall #6 Not Preparing the Venue Adequately

Make sure the venue is suitable and ready for the assembly. Laser and BMX demonstrations require special precautions for student safety. Make sure to confirm seating and safety setup required by the program.

THE BOOKING STEP BY STEP

Contact the Company

Reach out to the company to discuss availability, pricing, and any other questions you might have

Clarify All Details

Before finalizing, consult any notes you've taken and go over all the details again. This is also a good time to confirm any specific requirements the program might have.

Finalize the Booking

Once everything checks out, go ahead and book the assembly either using online forms or via email communications.

POST-BOOKING: PREPARING FOR THE ASSEMBLY DAY

Despite careful planning, unexpected issues can arise. Have a plan for handling schedule conflicts, program cancellations, or unforeseen issues on the day of the assembly.

CONCLUSION: MAKING THE MOST OF THE ASSEMBLY EXPERIENCE

After successfully navigating the booking process, encourage your child and their peers to engage actively with the assembly. This could be through participation, attentive listening, or post-assembly discussions.

Your kids will be your BEST resource to gauge if the assembly was successful.

RESOURCES FOR PARENTS

Once the assembly is over, we suggest you share your experiences and provide feedback on Google Reviews or Facebook. This not only helps the service providers improve but also guides other parents in their assembly booking journey.

WE THANK YOU
FOR YOUR CONSIDERING
OUR PROGRAMS

For further help or information, please visit our website
[SchoolAssemblies.com](https://www.schoolassemblies.com)
or contact us directly at 215-872-9320 or via email
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