

AAC Student Day: Preparation Checklist

Site and Equipment Booking:

- Site location (consider accessibility for those in wheelchairs, handicapped washroom, adequate space for those requiring quiet, central location to those likely to participate)
- Determine transportation (parents, EAs, teachers/ SLPs, school bus, special needs bus)
- Laptop with emulation software and presentation materials
- Projection and sound system
- Power cords, power bars
- Backup systems for students (e.g. iPads with AAC setups loaded)
- Amplification system for devices

Planning:

- Identify event team (SLPs, SETBC consultant, teachers- it is strongly recommended that you have at least 2 people on your team)
- Determine your target audience (within district/ public-independent schools/ region)
- Prepare flyer including basic plan for the day (based on targeted participants), location, start and end times, registration requirements and registration deadline at least 4 weeks in advance of the event
- Determine if you will have “by invitation only” or send it to district SLPs and they will identify who should attend (the latter approach allows for inclusion of all device users)

Participant Notification:

- Email flyers and registration materials at least 4 weeks in advance of event

Printing/Copying/Preparation:

- Outline/Agenda
- Activity boards or resources
- Engineer the environment with symbols as needed

Purchasing:

- Snacks
- Juice
- Coffee
- Small Prizes