

# Walkout Checklist

**Please start your planning a few weeks in advance and remember to stay in constant contact with your school administration!**

- Organize a team at your school to help you with details — give them specific roles (i.e. media coordinator/volunteer coordinator/advertisement/etc.)
  - Preferably from all grades so you can get great depth within your school
- Create a Walkout Plan (See [What Should I Do at My Walkout document](#))
- Contact Admin (See [How to Talk to Administration document](#))
- Create an Advertising Plan & act on it
  - Instagram for Walkout (follow people at your school)
  - Twitter for Walkout
  - Snapchat for Walkout
  - Remind (good for contact)
  - Personal Instagram stories and snapchat
  - Word of mouth
  - Flyer/posters/etc. (You can use the [flyer](#) in this toolkit!)
  - Optional:** petition in a friendly format but if you do this, you MUST contact lead team @ [march4ourlivessj@gmail.com](mailto:march4ourlivessj@gmail.com)
  - Encourage people to wear MFOL shirts or orange clothing
- Media Outreach
  - Contact journalism and yearbook
  - Contact any local news stations to cover the event
- Prepare for March 14th
  - Week Before:** Finalize everything to be brought (speakers, easy ups, what to bring)
    - Make sure everyone is bringing what they're supposed to be bringing and doing their specific jobs

- ❑ **Optional:** Make orange ribbons
- ❑ **Optional:** Make Posters
- ❑ Organize poster-making day at school preferably around the week of the walkout
- ❑ **Optional:** Prepare speeches
- ❑ Create a safe route for students
- ❑ Contact students about their rights (see [document](#))
  - ❑ Explain the school's attendance policy etc.
- ❑ Recruit volunteers to help with poster making, ribbon cutting, ushering people to walkout site, designated photographer and videographer/ someone to livestream on social media
- ❑ On the day of Walkout (March 14)
  - ❑ Get to school early to go over plan/hand out ribbons and posters
  - ❑ Leave class slightly earlier to ensure things are prepared
  - ❑ Speak passionately
  - ❑ MAKE SURE YOUR WALKOUT ADVERTISES THE MARCH
- ❑ Celebrate that you made an impact