

BILL SANDERS

SUCCESSFUL ASSEMBLY TIPS...

1. **HAVE TEACHERS SIT WITH THEIR STUDENTS.** When students are allowed to sit where they want, they will always sit in seats that show what they think of themselves, and how much they intend to listen to the message.
2. **HAVE STUDENTS FACE THE SPEAKER.** It is always best to have the students in an auditorium or on one side of the gym. If you need to, put chairs on the floor in front of the bleachers. However, Bill would rather do one large assembly in the gym than two or three in the auditorium. After you see how much energy is expended when Bill captures and holds the attention of your entire student body for an entire hour you will see what we mean. Bill is one of the few speakers in the country who can hold the complete attention of students on both sides of a gym. Talk with Bill prior to your program and he will help you come up with the perfect seating solution.
3. **A GOOD SOUND SYSTEM IS A MUST.** We have already mentioned this in the earlier tips but wanted to reiterate it to show its vast importance to the success of your day with Bill. If there are spots in your gym where it's hard to hear, please don't place students there.
4. **BILL NEEDS A HAND HELD MIC.** If you have one without a cord that works best, however if not then please give Bill at least 50-100 ft. of cord so he can move around. There will be no need for a podium. Bill would also appreciate it if you would get him a bottle of water.
5. **ENCOURAGE TEACHERS TO BE ACTIVE LISTENERS.** Students carefully watch their teachers during assemblies and if they see them grading papers or paying little attention, they will have little incentive to be a good listener themselves.
6. **HAVE THE ENTIRE STAFF PRESENT.** Bill's words are very motivating and help set a positive atmosphere for your entire school. If possible, get a parent to answer the office phone so the secretaries can also attend the session.
7. **NO ONE SHOULD BE SITTING OR WALKING BEHIND THE SPEAKER.** It is very distracting for the students if anyone is sitting, standing, or walking behind the speaker. Their eyes will naturally be drawn to them and off the message.
8. **FANS AND BELLS SHOULD BE SHUT OFF DURING THE TALK.**
9. **ALL STUDENTS SHOULD ATTEND.** Students on 'in-school suspension' should be encouraged to attend even if they are to sit in a special spot. They need the message the most. Some schools have students listen to Bills message on cassette

several times to help ingrain the positive principles and human relation skills that they desperately need. You are welcome to video tape or audio tape Bill's message.

10. **DISMISS STUDENTS EARLY ENOUGH TO GET THEM TO THE ASSEMBLY ON TIME.** Bill's message is of vital importance to the lives of your students. We never know what story will connect with what student and cause them to make a lifelong change in behavior.
11. **HAVE CHAIRS FOR TEACHERS AND GUESTS.** If your gym is filled with students it is very respectful and professional to have chairs for your staff and guests. But as we mentioned earlier, your classroom teachers need to be sitting among their students.
12. **THE PRINCIPAL IS ENCOURAGED TO INTRODUCE BILL.**

OUR SPEAKER IS FROM KALAMAZOO MICHIGAN
HE HAS SPOKEN TO MORE THAN 5 MILLION PEOPLE SINCE 1978
HE HAS AUTHORED 14 BOOKS FOR TEENS AND PARENTS AND IS FEATURED
IN 'CHICKEN SOUP FOR THE TEENAGERS SOUL'
HE PERSONALLY ANSWERS HUNDREDS OF TEENS LETTERS EACH YEAR
HE HAS SHARED THE SPEAKING PLATFORM WITH PRESIDENTS RONALD
REAGAN AND GERALD FORD
HE IS THE PAST HOST OF THE TV TALK SHOW, "STRAIGHT TALK FROM
TEENS"
LET'S GIVE A BIG WELCOME TO BILL SANDERS

THE PRINCIPAL IS ALSO ASKED TO CLOSE THE ASSEMBLY. Bill wants the principal to have the last positive word and wrap a nice bow around the assembly. These 3 steps have worked great for many years:

1. "LET'S GIVE BILL ANOTHER HAND"
 2. "I'M REALLY PROUD OF ALL OF YOU STUDENTS. PLEASE GIVE YOURSELVES A HAND."
 3. GIVE THE STUDENTS A PERSONAL CHALLENGE BASED ON WHAT YOU JUST HEARD. For example, "We just heard a powerful message about how all of us can make better choices and treat each other with more respect. Along with all of the staff, I believe in you and know you have what it takes to make this school one in which all of us can be proud of. Let's start right now and live out Bill's message by how we treat each other in the halls. You may go to 4th hour, and have a great rest of the day."
13. **ENCOURAGE YOUR TEACHERS TO DISCUSS THE ASSEMBLY WITH THEIR CLASS.** If any student or staff wishes to write Bill to share opinions or

feelings they may do so. Bill Sanders, 14681 N. Barton Lake Dr. Vicksburg, MI
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