

## Maximize the Effectiveness of Your Assembly

### **Treat the assembly like a special occasion**

Students follow the lead of the administration and teachers. If the adults act excited for the assembly, the students will follow suit. The more special the assembly is, the more students will pay attention. Some schools make the day of an assembly “Ohio State Day” or “Jersey Day” to add to the excitement.

### **Prepare for the introduction**

The introduction sets the tone for the entire assembly. Reading it out loud, at least one time before the assembly will help ensure a smooth delivery with minimal mistakes. As the introducer, you are a leader for the audience. You should model the behavior you want the audience to adopt. You can capture the students’ attention and control immediately, and then transfer both to the speaker.

### **Hold the assembly in an appropriate location**

The location of the assembly should be comfortable and well lit. Students should be seated comfortably so they aren’t tempted to stir. The area should also be well-lit so they aren’t tempted to sleep or socialize under the cover of darkness.

## Speaker Introduction

*Joel will bring a copy of this introduction to the assembly for you to use.*

“Joel Penton is a 2006 graduate of **The** (*thee*) Ohio State University and played 5 years of football for the Buckeyes.

He was a member of **3** Big Ten championship teams and was a member of the 2002 National Championship team. Joel was also a **4-time** Academic All-Big Ten selection.

In his senior year, Joel received the prestigious Danny Wuerffel (*Wer – full*) Trophy, also known as the “Humanitarian Heisman.” The Trophy is a national award that recognizes the **one** college football player **in the entire country** who best combines exemplary community service with athletic and academic achievement.

Joel is now an in-demand speaker who travels the country sharing his story with high school and middle school students. Now, we have a short video to help introduce Joel.”

*[The video will play. It is only 2 minutes and 30 seconds (feel free to preview the video on the “Audio/Video” page at [www.joelpenton.com](http://www.joelpenton.com)). When the text, “JOEL PENTON” appears in big, white letters on a black background, the video is over. **While** the music fades, take the stage and **immediately** transition by saying...]*

“Let’s give a big (*School Name*) welcome to Mr... Joel..... Penton!”