**TEACHER CHECKLIST**

* Select students to participate
* Attend one **Teacher Briefing** (online via Teams)
* Send **Photo Consent** forms and **Parent Information** and **RSVP** sheets home with students
* Complete **Participant Details** form
* Return completed **Participant Details** and **Photo Consent** forms **by the due date** to [parliamentary.education@parliament.qld.gov.au](mailto:parliamentary.education@parliament.qld.gov.au) (Note please complete any dietary requirements for students and school staff attending. Other guests will state dietary requirements when they register attendance via Humanitix.)
* Allocate a seat name / role (from the list allocated to your school) to each participating student
* Show students the video: [Introduction to Youth Parliament](https://youtu.be/SM6RMx_l1Lk)
* You may also show students some sample speeches:
  + [Primary Youth Parliament sample speeches](https://youtu.be/xXD23a8iF7Q)
* Support students with writing and rehearsing their speeches
* Make sure students bring **2 x printed A4 copies** of their speech on the day, with their seat name included at the top. They will hand one copy to the Youth Attendant on the day.
* Arrive at Parliament House by **9.00am on Youth Parliament day** for registration, advising Parliamentary Education staff of any changes or students who have been unable to attend.