



KICKOFF

Prep Checklist



TECHNOLOGY

- ☐ Confirm the internet speed is at least 10 Mbps per tablet at the location where you will be hosting Skillsville Family Program. As of 2021, the FCC suggests speeds of 10Mbps per user/student for downloading and 5-8Mbps per user/student for streaming video (<https://www.fcc.gov/consumers/guides/broadband-speed-guide>). The Skillsville Platform uses both downloading and video streaming, so these speeds are recommended to run this program successfully.
- ☐ When you are at the location where you will be leading Skillsville, go to the Skillsville Platform (bit.ly/Skillsville) and open the demo bundle on the device you will use to present as well as one of the tablets provided by Twin Cities PBS. Check to see that the videos are not blocked by a firewall.
- ☐ Make a Skillsville Platform account for Grown Ups.
- ☐ In your Grown Up Skillsville Platform account, create enough children's accounts for at least 5 more children than you expect.
- ☐ Print children's ID badges – it is important that children do not share badges, each child should have their own.
- ☐ In the location where you will be leading Skillsville Family Program, open the Google Slides presentation and test to make sure it works correctly, and content is not blocked by firewalls.
- ☐ Make sure you have a projector and speakers to share the family presentation and that they work correctly. Play the introduction video to make sure you can hear it over speakers.
- ☐ Make sure all tablets are charged.
- ☐ Connect all tablets to your location's WIFI.
- ☐ Decide where you will store headphones and tablets between sessions.

MATERIALS

- ☐ Print one volunteer hand out for each volunteer and give it to them before the session begins.
- ☐ Print one QR code sign-in sheet for families to scan as they enter. Tape or place it where families can easily see them.
- ☐ For each family, print one Skillsville Agenda. Place these near the entrance where they sign in.
- ☐ For each family, print one Kickoff Conversation Card. Place these where families will be sitting during their meal/snack.
- ☐ Have ID badges cut for each child, keeping at least 5 extra in case more children arrive.
- ☐ For each family, print one Happiness Reflection activity sheet (double-sided). Distribute one to each family as they leave.
- ☐ For each person, have a piece of paper, colored pencils/crayons/markers available for the Happiness Reflection.



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