



OSAI D COMPREHENSIVE EVENT PLANNING GUIDE

A COMPLETE GUIDE ON HOW
TO RUN YOUR OSAID EVENT

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LETTER FROM THE BOARD

Dear Teacher and Student Leaders,

First off, I want to thank you for using OSAID's event planning guide for your upcoming safe driving awareness event!

OSAID (Ontario Students Against Impaired Driving) is an anti-impaired driving initiative across Ontario to address the critical issues of safety on our roads. As a student-led, peer to peer program, it helps develop valuable future leadership skills. Founded in 1987, OSAID has a strong history of high school students practicing responsible choices, during a time many are learning to drive and deal with a variety of issues related to social situations. These social situations, alcohol and drug use and the reliance on smartphones, are key dangers related to impaired and distracted driving and contribute to crashes, serious injuries and fatalities among young people and novice drivers.

Over the past decade, thousands of youth leaders have graduated through OSAID. Each year OSAID reaches students through 300+ school chapters (supported by adult and youth advisory councils across the province), with countless amazing volunteers. Team leaders and volunteers gain invaluable life skills, grow and build confidence as they participate in networking, leadership and communication opportunities.

Through this event planning booklet and our other resources, we hope to inspire you to plan a safe driving awareness event, whether online or in your school, to help encourage students to make responsible choices – and perhaps you will want to start an OSAID chapter permanently in your school!

On behalf of the OSAID Board of Directors, I want to wish you best of luck with your upcoming event! As well, I want to thank you for being a leader in your school and community, and for always driving safely. If you require any assistance or guidance about these events, as well as further educational materials, please feel free to reach out to us at info@osaid.ca.

Sincerely,



Michael Stewart
Board Chair, OSAID

OSAID EVENTS

IMPAIRED GOGGLES

Mocktails

WRECKED CAR DAY

VICTIM'S DAY

Chain of Life



PLANNING YOUR OSAID EVENT

Planning an OSAID event requires a good team and a lot of organization. Follow these steps to help with the planning process, to help make your OSAID event a success:

- Choose members of the event team including an event leader and at least 1-4 support people who will take charge of the event. Meet with your planning committee to decide who will be responsible for what tasks and what roles each person will take.
- Determine what methods are going to be used to promote the event, such as the Yearbook Committee taking pictures, daily announcements, flyers, posters, press releases for homeroom teachers, etc.
- Set a meeting with the school administrator/principal with the help of your Staff Advisor to discuss the details of the event. The event leader should have a proposal prepared before the meeting which includes an event description, supplies, proposed event date and location, and how the event will be promoted.

- The day before the event, confirm that you have all of the supplies, your location, and reach out to volunteers so they know their roles. Some events may require additional planning steps which will be outlined where needed in this booklet.
- The event leader should ensure that they thank all volunteers and community members who helped with the event by giving a big 'Thank You' in-person and/or preparing a thank- you card.

PROMOTING YOUR EVENT

To get people excited about your event, you will need to promote it in the weeks leading up to it. Put up posters, post on social-media, make announcements, and send out event info-sheets to each homeroom teacher to help spread the word about your event.

When you post, try using these hashtags:

#OSAID #OSAIDEvent #Mocktails
#ImpairedGoggles #WreckedCarDay
#ChainOfLife #VictimsDay

IMPAIRED GOGGLES



Impaired Goggles are glasses that mimic how someone's vision is affected when they are under the influence of alcohol or drugs. Impaired Goggles are an easy way to show people how alcohol or drug impairment can affect their ability to do simple tasks like walk, pick up a pencil or shoot a basketball. It's a safe, fun and effective way to educate students on the effects of impairment and how they impact one's ability to drive.

SUPPLIES:

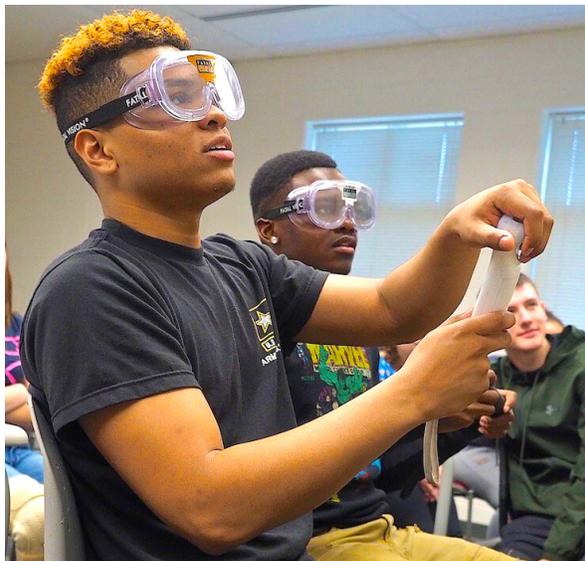
- Impaired Goggles are available for loan from the OSAID office, and are subject to availability. To order a pair for your event, contact the OSAID office at least three weeks in advance to make sure the goggles are available. You can also reach out to your local police department to see if they have impaired goggles available for loan.
- Additional supplies depending on the activities chosen.
- Signage for the event space.



RUNNING THE EVENT:

What to do with the Impaired Goggles:

- Walk a taped straight line heel-to-toe and try not to veer off the taped line.
- Set-up a beanbag toss.
- Have a paper maze and have people draw their way out.
- Set up a video game console with projection on a big screen and ask people to play driving games (e.g., Mario Kart) using the goggles.
- Shoot a basketball.
- Build an obstacle course (e.g., cones, taped lanes) and have people ride a tricycle through the course.



Ask high profile people from your school to participate, such as your teachers, Student Council or the principal. Hand out an OSAID safe driving brochure, candy or an approved healthy snack item, or small prize to everyone who participates. Have a door-prize to draw in participants.

Photograph the event in time lapse so you can show the whole event in a minute-long video clip and post it on social media. Share photos of your event to social media and tag us! #OSAID

MAKE IT DIGITAL:

While impaired goggles would not work for an online event, you can convert this to a digital event and make it about distracted driving.

- Work with your teacher to find mazes or online games that require your full attention.
- Ask students to complete these while also trying to send text messages on their phone.
- Follow the activities with a conversation about the dangers of distracted driving, and ways you can prevent it. Try to include important community partners by asking them to prepare a speech.



MOCKTAILS

A mocktail is an alcohol free drink. Whether it's a virgin version of a popular mixed drink or a new creation — It can be colourful, imaginative and alcohol free! Mocktails are a safe option to serve at events which drivers will be attending.

THE MOCKTAIL CAMPAIGN:

The message can be something you revisit all year or concentrate on for an event or two: Mocktails are a way for a group of people to have fun and learn that they don't need alcohol to have a good time. Sober drivers are safer drivers. This event can be a single event, or a campaign (i.e., Multiple events throughout the year or semester). Consider serving Mocktails at some, or all of these events: Prom, semi-formal, parents evening, school dances, and other events.



SUPPLIES:

- 14-16oz Cups
- Ingredients for the mocktails will vary, depending on which mocktails you will be serving.
- Garnishes (E.g., Fresh fruit, paper umbrellas, etc.)



RUNNING THE EVENT:

- Have one signature mocktail and a few other drink options. Make sure only one drink on your menu requires a blender.
- Get a door prize to be used as a way to encourage people to visit the Mocktail bar.
- When promoting your event, include drink names and prices on posters. This will intrigue your customers as to what your drinks will be and they will know in advance how much they will cost! That way they will bring money for it.

TIPS & TRICKS:

- Using larger 14-16oz cups is more appealing to customers.
- Nobody likes a warm drink, so make sure to fill the cup to the rim with ice. Using lots of ice will allow you to save on product costs, and it will help hold up the garnish.
- If the event has a theme, coordinate your drinks to match (E.g., For a Halloween dance, make a Witch's Brew Mocktail).
- Like any bar, have one signature Mocktail at your event. Keep your other Mocktails simple by sticking to recipes that only require mixing.
- With all drinks, presentation is the key. Make your drink appealing to the eye with some garnish! Try to keep your garnish related to your theme (E.g., Candy canes, striped straws, etc.) and rim your glasses for added effect!
- Most importantly: Make your drinks affordable - do not out price yourself! Ensure you cover your costs and do not gouge your customers.



EXTRA IDEAS:

- Share an OSAID safe driving brochure with each drink.
- Hold a Mocktail recipe contest. The winning recipe to be served at an upcoming event.
- Prepare “Thank You” Mocktails and deliver them to the people who helped with the event.

MAKE IT DIGITAL:

- Host a mocktail party online! Ask everyone to create their own mocktail recipe and share it.
- Get creative! Host a contest for the most decked-out mocktail (Bonus points if the person dresses up too).
- Have a discussion on impaired driving prevention tips, what is a DD, and how you can party smart.

MOCKTAIL RECIPES

Arrive Alive Signature Mocktail

Ingredients: ½ Cup cranberry juice, ½ Cup ginger ale, Ice

Recipe: Fill a cup with ice. Add equal parts cranberry juice and ginger ale. Mix well and garnish.



Cool Summer Sipper

Ingredients: 1 Cup iced tea, 1 Cup raspberry juice, Ice, Raspberries for garnish.

Recipe: Combine iced tea and raspberry juice in a pitcher. Pour over crushed ice. Garnish with fresh raspberries.

Temper Tantrum

Ingredients: Cranberry juice, orange juice, ginger ale, Squeeze of lemon.

Recipe: Fill a glass with ice. Fill the glass with equal parts cranberry juice, orange juice and ginger ale. Mix well and top with a squeeze of lemon.



Paradise Found

Ingredients: 1 Cup pineapple juice, ½ Cup coconut milk, 1 Cup lemon-lime soda, Crushed ice

Recipe: Mix pineapple juice and coconut milk well. Pour over crushed ice, top with lemon-lime soda. Stir, and garnish with a paper umbrella.

If you have access to a blender, try a more complex mocktail!

Tropical Paradise

Ingredients: 3 Bananas, 3 Cups of grapefruit juice, 2 Cups lemon sherbert, 1 Cup crushed ice.

Recipe: Puree bananas and sherbert in a blender. Combine puree, juice and ice in a pitcher. Mix well and garnish with a paper umbrella.



WRECKED CAR DAY

Wrecked Car Day provides a strong graphic and visual reminder of what a car looks like after it has been in a crash. This event helps to remind students of the dangers of impaired and distracted driving.



SUPPLIES:

- A Wrecked Car. This requires a tow truck company bringing a car from a wrecking yard or for a Community Service Police Officer to have access to a wrecked car. Any wrecked car will do, because the car does not have to have been involved in an impaired driving crash.
- Caution tape and safety supplies to secure the area.
- Signage for safety purposes and signage that acknowledges and thanks the Community Service Police Officer, the Tow Truck Company and/or the individual(s) that provide the wrecked car.
- Involve key community people such as a Community Service Police Officer who can help arrange for a wrecked car and who can be present to speak to students. Ask your principal to put put in touch with your school community services officer.

PLANNING:

In addition to the planning tips shared earlier, please consider the following when organizing your Wrecked Car Day:

- 1-2 weeks before the event, confirm with the Tow Truck Company and the Community Service Police Officer that everything is a go.
- A good time to do this event is the week leading up to the May long weekend or close to graduation and prom.
- This is an event that goes well when incorporated into another event, such as a school assembly on impaired driving.

RUNNING THE EVENT:

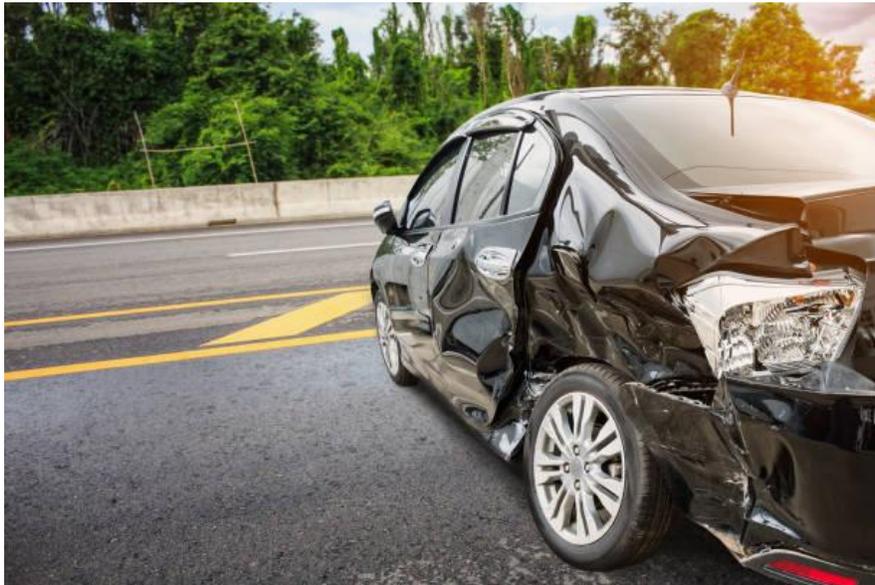
- You need to make sure you have the location secured and a teacher with you when the car arrives. The team needs to be on hand with caution tape and whatever else the school needs to make this event safe and meeting all rules and regulations.
- The signage should be completed and ready and able to handle potential weather conditions.
- Try to set the car up after school when most of the students have gone home or early in the morning before most of the students have arrived. There is greater impact when it is already set up in the morning. There is even greater impact if it actually looks like a crash site.
- Have your Community Service Officer give a presentation on the dangers of impaired and distracted driving.

CLEAN-UP:

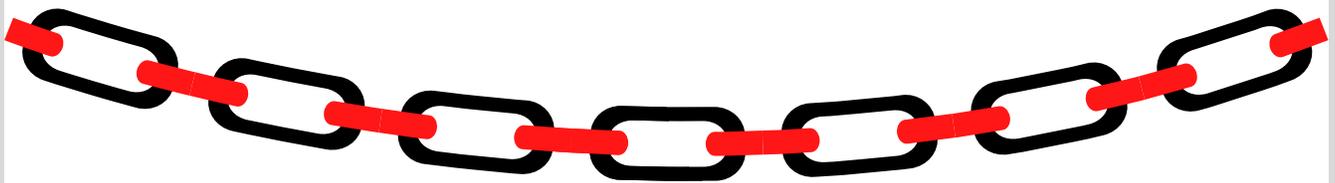
Please make sure the whole team is around for the clean-up. Be there to thank the tow truck driver and anyone else who helped and follow up a couple of days later by email or phone to personally thank them. Thank you cards go a long way!

MAKE IT DIGITAL:

- Coordinate with your Staff Advisor to invite guest speakers to present online (Zoom, Skype, etc.) and think about having those speakers present in front of a wrecked car.
- Search "UCDSB/OSAID Mock Car Crash" on YouTube. Share your screen and play the video.
 - <https://www.youtube.com/watch?v=gRmmOZ032LA>
- Have a group discussion about impaired and distracted driving. Topics of discuss may include the consequences if charged with impaired or distracted driving, and prevention strategies.



CHAIN OF LIFE



The Chain of Life involves asking students from your school to sign a pledge to not drive impaired or distracted. The pledge is in the form of a small four inch ribbon that students sign. The ribbon is turned into a link which is connected to other links to create a chain that symbolizes the commitment from your school community to not drive impaired or distracted. This “Chain of Life” can be hung in a highly visible location of the school, such as in the front lobby near the office.

SUPPLIES:

- Four-inch pieces of ribbon
- Pens or markers
- Tape or hot-glue gun to connect the links
- Table and chairs
- Signage to attract people walking by

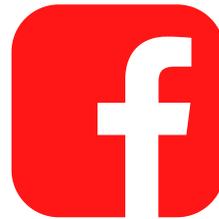
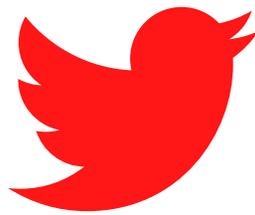
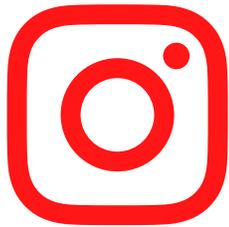


RUNNING THE EVENT:

- Get a couple of door prizes to be used as a way to encourage people to participate.
- Hand out a candy or approved healthy snack item to anyone who signs a ribbon.
- Give each participant an OSAID Pay It Forward card.
- This event can be run as a booth over lunch-time (you may want to run this over two lunch hours), after school, or during a school event.

MAKE IT DIGITAL:

- Have a Chain of Life social media campaign!
- Post a picture of yourself holding a sign with your name and pledge to never drive impaired or distracted. Tag 5 friends calling on them to do the same. Use the hashtags #OSAID #ChainOfLife when posting.
 - An alternate way to run this, is to do the initial pledge post, and ask followers to pledge their commitment within the comments section to never drive impaired or distracted. Make sure they tag their friends!
- Consider hosting an online meeting (Through Zoom, Skype, etc.) to discuss the dangers of impaired and distracted driving, and tips on how to prevent it.



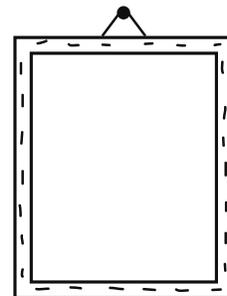
VICTIM'S DAY

Victims Awareness Day is the chance to bring awareness to those affected by impaired and distracted driving. This event combines an art gallery with a museum type of setting to visually inform students about the dangers and consequences of impaired and distracted driving, while honouring victims.



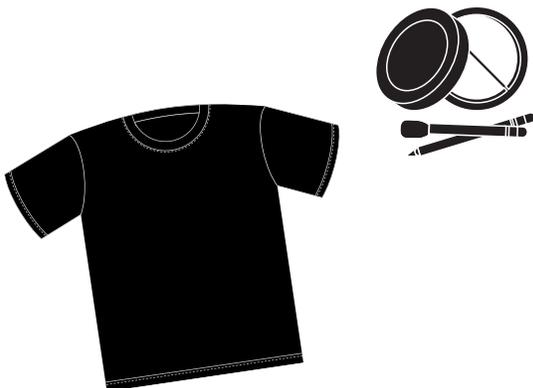
SUPPLIES:

- Painter's tape or masking tape to create body outlines.
- Statistics about impaired and distracted driving accidents printed on paper to go inside the body outlines.
- Living statues: Black clothing, white face paint/makeup, and signs with connected statements to explain that 'statues' are representative of the teens killed and/or injured in impaired and distracted driving collisions.
- Art submissions including word art, photography, sculpture, paintings, and other forms of art considered suitable.
- Create an image (E.g., A headshot silhouette of a teenager) with an accompanying story about how impaired driving or distracted driving has impacted their life. Place these in frame around the room where your event is being held.



PLANNING:

- You will need to have at least 3-4 volunteers to represent the 'Victims' who will dress in black and act as the living statues. This can be members of the OSAID team, or it can be additional volunteers from the school.
- You will need an additional room for this event where volunteers can change into their black clothing and put on their makeup.
- Put up posters or send out notices asking for art submissions. Include a final date for submissions well ahead of the event so you can make sure you have enough submissions for your space. Considering allowing voting at the event for the best art submission with a prize for the winner so as to attract more pieces.
 - If the Staff Advisor is able to hold onto the art pieces for a future Victim's Day, ask the artists if you can have the pieces for future events.
- Put up posters or send out notices asking for impaired and distracted driving impact or story submissions. Include a final date for submissions well ahead of the event so you can make sure you have enough submissions for the space.
 - Consider creating a Google form where students can submit their stories, and answer questions about if they want their story to be anonymous or not, and if the submission can be used for future Victim's Days.



RUNNING THE EVENT:

- On the day of the event, confirm that you have all necessary supplies and all of your art pieces and story submissions.
- Double check to make sure you will have access to the location selected for the makeup room.
- Confirm that everyone who is taking part knows what they are doing and when they are supposed to do it.
- On the day of the event, set up your gallery with the artwork, plan where the human statues will stand, and make body outlines with tape on the floors of the event space with statistics inside the outline.
- Have someone responsible for taking pictures and sending them out via social media as a way to advertise the event while it's happening.

MAKE IT DIGITAL:

- Design a digital 'hall' of art and stories of impaired and distracted driving by creating your own website through a website like Wix, or design a slideshow presentation with your art and statistics using Google Slides or Prezi.
- If you choose to do a slideshow, try to include a voice-over or sound bites throughout the slideshow so students with visual impairments can follow along with the presentation.
- Consider hosting an online video discussion over Zoom or Skype. You can discuss the dangers and consequences of impaired and distracted driving, and how it not impacts the offender, but also the victims.

COMBINING EVENTS

Consider combining multiple events featured in this guide to create a day dedicated to the topics of impaired and distracted driving.

If your school holds Pep Rallies, a Spring Fair, or a carnival, see if you can have your own OSAID section at the event. Consider serving Mocktails and have a Chain of Life station in your section, for example.

Invite representatives from other non-profits supporting the cause (E.g., OSAID, arrive alive DRIVE SOBER, Teens Learn to Drive) and important local community services (E.g., Firefighters, Public Health Unit, Police Officers) to set-up a booth or make a presentation.

Design your own flyers and posters by using a free online service like Canva and using free images from websites like Unsplash to promote your event.

OSAID AWARENESS FAIR

A red background with scattered black, white, and grey triangles of various sizes and orientations.

CONTACT OSAID

We love to hear from you!

info@osaid.ca

www.osaid.ca

GET CONNECTED

Follow OSAID on social media!

 [@osaid_inc](https://www.instagram.com/osaid_inc)  [@OSAIDInc](https://twitter.com/OSAIDInc)

 [@OntarioStudentsAgainstImpairedDriving](https://www.facebook.com/OntarioStudentsAgainstImpairedDriving)

Take lots of pictures during your event to post on social media. Don't forget to tag us!