

TOOLBOX

5-Event-Easy Planning Manual

students saving student lives



OTIP RAEO.



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IMPAIRMENT GOGGLES

WHAT IS IT?:

Impairment Goggles are glasses that mimic how someone's vision is affected when they are under the influence of alcohol. Tape a straight line. Have someone put on the Impairment Goggles and 'heel-to-toe' walk the line. The object is to do it without veering off the taped line.



Impairment Goggles are an easy way to show people how alcohol 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 teach the effects of impairment on a student's ability to drive.

ORDERING GOGGLES: Impairment Goggles are available for loan from the OSAID office subject to availability. To order a pair of goggles for your event, contact the OSAID office at least two weeks in advance to make sure the goggles are available.

Contact us at 416-407-1693 or by email at info@osaid.ca

PLANNING: You need a team to put on a successful event. Please do not try to do it all yourself. This event can easily be run by a minimum of two people.

MEETING: Meet with your planning committee to decide who will be responsible for what tasks. This meeting could be done over lunch with some friends or as part of a Leadership class project, part of a Student Council meeting, OSAID meeting or a project for the Link Crew to engage the junior students.

THE LEAD: There should be one person in your group who can act as the lead on this project. The lead is in charge of the overall planning and implementation of the whole project, making sure everything is on schedule and that everyone is doing what they have been asked to do. The lead can also be involved with the other elements of planning as well. The lead should also make a point of thanking everyone who helped to make the event happen.

IMPAIRMENT GOGGLES

OFFICE COMMUNICATIONS & PERMISSIONS: You will need to meet with the principal to explain the event and work out what dates will work with the school schedule, determine the event's location and how you plan to promote the event to the school. (Note: It is always a good idea to ask your Staff Advisor to set this meeting up and attend it with you.) Ask the yearbook committee to take pictures of the event. Ask Student Council to mention the event at their meeting. Get permission to send a flyer to each homeroom teacher with a one page promo of the event.

IMPLEMENTATION TEAM: You need to confirm a location and table, chairs and 'obstacle' objects (cones, tape, tricycle) to set up on the day of the event. This team will also need to create signage to promote the event, make sure the event gets mentioned during morning announcements leading up to the day of the event and send notices to homerooms.

THE IMPAIRED GOGGLES EVENT:

- On the day before the event confirm that you have all necessary supplies. Remind the office staff of the event and double check they have ordered a table from the custodial staff to be at the location where you want to stage the event. You may want to run this over two lunch hours.
- Get a door prize to be used as a way to encourage people to participate.
- Make announcements leading up to the event and on the day of the event. Promote a door prize.
- On the morning of the event make sure all the supplies are ready.
- Have someone responsible for taking pictures and sending them out via social media as a way to advertise the event, while it is happening.

SEE STRAIGHT:

Set up a video game console with projection on a big screen and ask people to play driving games using the goggles.

TRICYCLE: Consider using things like small tricycles and have the 'drivers' maneuver their way around a set course. Ask high profile people from your school to participate, such as your teachers, the football team, Student Council or the principal.

IN THE COMMUNITY:

Want to take the message to your community? Ask a local business, public health unit or local community service police officer if you can set up at their

location to host an afternoon of activities.

- Hand out a candy or approved healthy snack item or small prize to everyone who participates.
- Give each participant an OSAID *Pay it Forward* or OSAID *Call Me* card.
- Have a prize draw from names of the participants.
- Photograph the event in time lapse so you can show the whole event in a minute and post it on social media.



Share photo of your event to OSAID social media platforms



WHAT IS IT? :

Impaired Driving Victims' Awareness Day involves having students change into black clothes and their faces are painted pale to represent their symbolic death.

On the day, you may wish to use social media to let people know about the event. You might like to consider having 15 sound cues (bell tolling? car crashing?) during assembly.

This activity really drives home the message that impaired driving can strike at anyone without warning.



Count on 15 Volunteers: This event is based on 106 teens being killed or injured each week in Ontario, on average 15 a day.

PLANNING: You need a team to put on a successful event. Please do not try to do it all yourself. This event can be planned by a minimum of two people though volunteers will be needed to stage the event.

Meeting: Meet with your planning committee to decide who will be responsible for what tasks. This meeting could be done over lunch with some friends or as part of a Leadership class project, part of a Student Council meeting, OSAID meeting or a project for the Link Crew to engage the junior students.

THE LEAD: There should be one person in your group who can act as the lead on this project. The lead is in charge of the overall planning and implementation of the whole project, making sure everything is on schedule and that everyone is doing what they have been asked to do. The lead can also be involved with the other elements of planning as well. The lead should also make a point of thanking everyone who helped to make the event happen.

OFFICE COMMUNICATIONS & PERMISSIONS: You will need to meet with the principal to explain the event and work out what dates will work with the school schedule, determine the event's location and how you plan to promote the event to the school. (Note: It is always a good idea to ask your Staff Advisor to set this meeting up and attend it with you.) Ask the yearbook committee to take pictures of the event. Ask Student Council to mention the event at their meeting. Get permission to send a flyer to each homeroom teacher with a one page promo of the event.

VICTIMS' DAY

IMPLEMENTATION TEAM: Have a meeting with all planners and volunteers the day before the event. You need to make sure you have a location (classroom) where the Victims' will go on the day of the event. Volunteers will need to be reminded the day before to wear black. Remind your makeup artists (Drama Department?) to bring white makeup.

This event can be run in tandem with a school assembly. At the end of the school assembly each of the Victims' goes on stage and you make a quick presentation about why they are ghosts and what you hope seeing them will help people to understand about the dangers of impaired driving.

Some schools have played a car crash sound cue during each class. The student volunteers stand up and leave their class on the sound cue and they return later wearing the white makeup.

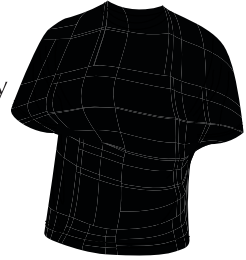
THE VICTIMS' DAY EVENT:

- On the day before the event confirm that you have all necessary supplies. 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 to do and when they are to do it.
- Make announcements leading up to the event and on the day of the event.
- On the morning of the event have all your supplies are ready. Makeup? T-shirts? Makeup removal supplies?
- Have someone responsible for taking pictures and sending them out via social media as a way to advertise the event while it is happening.

VICTIMS' DAY

EXTRA ideas

- Consider staging a mock funeral.
- Contact a local funeral home to see if they will 'donate' the use of a coffin or hold an assembly on the impaired driving issue the same day you run this event.
- Create t-shirts for the event. Black with a message.
- Prepare small thank you gifts/ cards for all the Victims'.
- Give each participant an OSAID *Pay it Forward* card. Have OSAID *Call Me* cards ready for the 'ghosts' to give to students without speaking.
- Make body outlines with painter's tape on the hallway floors of the school with statistics inside the outline.
- Photograph the event in time lapse so you can show the whole event in a minute or so and post it on social media.
- Make sure you have permission in advance.



Send a photo of your event to OSAID
and we will post it to the OSAID website.

Let the local press know (in advance) about the event
– they may wish to send a photographer.

WHAT IS IT?:

This event involves asking students from your school to sign a pledge to not drive impaired. 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. This 'Chain of Life' can be hung in a highly visible location of the school.

PLANNING: You need a team to put on a successful event. Please do not try to do it all yourself. This event can easily be run by 2-5 people.

MEETING: Meet with your planning committee to decide who will be responsible for what tasks. This meeting could be done over lunch with some friends or as part of a Leadership class project, part of a Student Council meeting, OSAID meeting or a project for the Link Crew to engage the junior students.

THE LEAD: There should be one person in your group who can act as the lead on this project. The lead is in charge of the overall planning and implementation of the whole project, making sure everything is on schedule and that everyone is doing what they have been asked to do. The lead can also be involved with the other elements of planning as well. The lead should also make a point of thanking everyone who helped to make the event happen.

OFFICE COMMUNICATIONS & PERMISSIONS: You will need to meet with the principal to explain the event and work out what dates will work with the school schedule, determine the event's location and how you plan to promote the event to the school. (Note: It is always a good idea to ask your Staff Advisor to set this meeting up and attend it with you.) Ask the yearbook committee to take pictures of the event. Ask Student Council to mention the event at their meeting. Get permission to send a ribbon to each homeroom teacher with a one page promo of the event.

IMPLEMENTATION TEAM: You need to make sure you have the location and a table to set up on the day of the event. This team will also need to have glue sticks or tape to turn the ribbons into links, create signage to promote the event, make sure the event is mentioned during morning announcements leading up to the day of the event and Sharpies to sign names. This team will also be responsible for hanging the chain once it is completed.

THE CHAIN OF LIFE EVENT:

Make sure the day before the event that you have all the supplies you need. Get the office to make sure there is a table at the location where you want to stage the event. Follow up in the morning to make sure you have the table the second the lunch hour starts. You may want to run this over two lunch hours.

Get a couple of door prizes to be used as a way to encourage people to participate.

Make announcements leading up to the event and on the day of the event. Promote a door prize.

On the morning of the event make sure all your supplies are ready: ribbon, tape or glue stick, t-shirts.

Have someone responsible for taking pictures and sending them out via social media as a way to advertise the event while it is happening.

EXTRA ideas

EXTRA IDEAS:

- Hand out a candy or approved healthy snack item to anyone who signs a ribbon.
- Give each participant an OSAID *Pay it Forward* card.
- Have a draw of participants' names for a prize.
- Photograph the event in time lapse so you can show the whole event in a minute or so and post it on social media.

Send a photo of your event to OSAID
(info@osaid.org)
and we will post it to the OSAID website.



WRECKED CAR

WHAT IS IT?:

This event provides a strong graphic and visual reminder of what a car looks like after it has been in a crash.



PLANNING: You need a team to put on a successful event. Please do not try to do it all yourself. This event can easily be run by 2-4 people.

MEETING: Meet with your planning committee to decide who will be responsible for what tasks. This meeting could be done over lunch with some friends or as part of a Leadership class project, part of a Student Council meeting, OSAID meeting or a project for the Link Crew to engage the junior students. You will also be involving people and services from outside the school so make sure the Principal agrees and gives permission.

LEAD: The lead on this project is the person in charge of the overall planning and implementation of the whole project. This is a very important role as it involves working with people and services from outside the school. The lead will be representing the school to the community. The lead must make sure everything is on schedule and that everyone is doing their job. The lead can be involved with the other elements of planning as well. The lead should also make a point of thanking everyone who helped to make the event happen.

OFFICE COMMUNICATIONS & PERMISSIONS: You will need to meet with the principal to explain the event and work out dates, how you plan to promote the event to the school and determine the place where the wrecked car will be placed. (Note: Please ask your Staff Advisor to set this meeting up and attend it with you.) Do not advertise the event. Surprise will add to the impact on the students.

INVOLVE KEY COMMUNITY PEOPLE: Community Service Police Officer: Most police services have police officers assigned to their local high school for important educational and awareness raising events like the Wrecked Car Display. Having a police officer on the committee adds greatly to the credibility of the event and they also have connections to car towing services, wrecking yards and many community resources. Ask your Principal to put you in touch with your school community services officer.

IMPLEMENTATION TEAM:

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 schools needs to make this event safe and meeting all rules and regulations. Have the signage completed and ready. Make sure your signage will weather outside for couple of days. Use zip-ties to hold it secure.

Secure a date for the event. 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.

FIND A CAR: Ask the community service officer on your team to locate a local wrecking yard and a tow truck company that would be willing to participate. Ask any of your friends who have parents that work in the auto industry. They should know a person you can contact. These companies will usually offer their services for free in exchange for a small sign near the site stating that the towing was courtesy of “XXX Towing”

NOTE: Any wrecked car will do. The car does not have to have been in an impaired driving crash.

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!

EXTRA ideas

- A good time to do this event is the week leading up to the May long weekend or close to Grad.
- It is an event to hold if you are having a school assembly on impaired driving.
- During the week you could have a morning announcement that highlights good driving.



MOCKTAILS

WHAT IS IT? : A Mocktail is an alcohol free drink. It's the safe option to serve at events which drivers will be attending. Mocktails can be colourful, imaginatively decorated and lots of fun to create and serve.

PLANNING: This can be either a campaign (semester, season or all year) OR a single event. You need a team to stage a successful campaign or event. Please do not try to do it all yourself. This campaign can easily be managed by a minimum of two people but you will need a team of people to make and serve the drinks as well as a clean-up crew at any event where Mocktails will be served.

THE LEAD: There should be one person in your group who can act as the lead on this project. The lead is in charge of the overall planning and implementation of the whole project, making sure everything is on schedule and that everyone is doing what they have been asked to do. The lead can also be involved with the other elements of planning as well. The lead should also make a point of thanking everyone who helped to make the event happen.

OFFICE COMMUNICATIONS & PERMISSIONS: You will need to meet with the principal to explain the event and work out what dates will work with the school schedule, how you plan to promote the event to the school and decide upon a location to make and serve your Mocktails. (Note: It is always a good idea to ask your Staff Advisor to set up this meeting and attend it with you.) Ask the year book committee to take pictures of the event. Ask the Student Council to mention the event at their meeting. Ask the Prom Committee to support the serving of Mocktails at Prom. Get permission to send a flyer about Mocktails to each homeroom teacher. Get permission to speak at an assembly to explain the importance of supporting sober driving.

IMPLEMENTATION TEAM: You need to make sure you have a location and enough people scheduled to help with the set up, actual event and clean-up.

THE MOCKTAIL CAMPAIGN:

This message can be something you re-visit 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. Every event organizing team can show how it cares for its guests' safety by serving delicious, refreshing and 100% alcohol free drinks.



You might like to consider serving Mocktails at some or all of these events: Mocktails at Prom, Mocktails at Semi Formal, Mocktails at Parents Evening, Mocktails at school dances/ events.

TIPS:

- Make sure your drinks coordinate with the theme of the event. For example: for a Halloween Party/Dance: Witch's Brew, Monster Bash, choose beverages with colours that match - maybe your Witch's Brew is orange etc.
- Use a 14 - 16 oz glass not the little 8 oz glasses- reason - it will be more appealing to the eye.
- Ice - no one likes a warm drink - by using the larger glasses you will fill it to the rim with ice for two reasons, to hold up the garnish and to appear you are giving more drink than you really are.
- Like any bar - have ONE signature Mocktail - this could be the one for which you will need to use a blender.

- Keep your other Mocktails simple - matter of just mixing, no blender is necessary.
- With all drinks - presentation is the key - make your drink appealing to the eye - garnish your drink with something that relates to the theme of your event.
- Example - Christmas: - Candy Canes, Striped Straws, Licorice instead of a straw.
- Although you can buy umbrellas and other garnishes for the drinks - let your imagination go wild and dress up your drinks to reflect the theme of the night.
- Rim your glasses for added effect - dip the rim of your glass in lemon or lime juice and then dip in coloured sugar - this will dress up your glass.
- Most importantly - make your drinks affordable- do not out price yourself! Cover your costs and do not gouge your customers.
- Mocktails do not need to be complicated to be successful.



A MOCKTAIL EVENT:

- Make sure the day before the event that you have all the supplies you need. Get the office to make sure there is enough table space at the location where you want to stage the event. Follow up in the morning to make sure you have the facilities you need.
- Get a door prize to be used as a way to encourage people to visit the Mocktail 'bar'.

MOCKTAILS

- Make announcements leading up to the event and on the day of the event. Promote a door prize draw.
- Advertise for your event - make posters with the drinks names on them and the price - this will intrigue your customers as to what will your drinks be like and also they will know in advance how much they will cost! That way they will bring money for it.
- On the morning of the event make sure all the supplies are ready. Ingredients? Plastic glasses? Decorations? Spoons? Ice? Napkins?
- Have someone responsible for taking pictures and sending them out via social media as a way to advertise the event while it is happening.

EXTRA IDEAS:

- Give a *Pay it Forward* card with each drink.
- Circulate *Call Me* cards to students before the event.
- Hold a Mocktail recipe contest – winning recipe to be served at an upcoming event.
- Hold monthly or seasonal lunchtime Mocktail tastings: Christmas ‘Santa drives with deers not beers’, BBQ ‘Don’t get pickled – driver sober’, St Patrick’s day ‘Green light for sober driving’, etc.
- Prepare a tray of Mocktails for a Prom Committee meeting.
- Photograph the event in time lapse so you can show the whole event in a minute or so and post it on social media.
- Prepare ‘Thank you’ Mocktails and deliver them to people who helped or hold a thank you party.

MOCKTAILS RECIPES

TROPICAL PARADISE

- 3 bananas**
- 3 cups fresh grapefruit juice**
- 2 cups lemon sherbet**
- 1 cup crushed ice**

Purée bananas and lemon sherbet in a blender. In a large pitcher, combined purée with grapefruit juice and ice. Stir and serve - looks GREAT with a little umbrella!

PUMPKIN PIE SMOOTHIE

- 1 - 15 oz. can solid pack pumpkin purée**
- 1 - 12 oz. can frozen apple juice concentrate**
- 1/8 teaspoon ground nutmeg**
- 1 teaspoon ground cinnamon**
- 2 1/2 cups water**
- whipped cream**

Remove pumpkin from can and freeze for one hour. In a blender combine partially frozen pumpkin, frozen apple juice concentrate and spices. Blend until smooth. Continue to blend while adding water to fill the blender. Serve over crushed ice. Garnish with a good dollop of whipped cream and a dash of cinnamon.

THE COOL SUMMER SIPPER

- 1 cup of iced tea**
- 1 cup raspberry juice**

Pour over crushed ice.

Garnish with fresh lemon and raspberries.

BERRY DELIGHT

- 1 cup of your favourite berries**
(blueberries, raspberries, strawberries....)
- 1 cup of milk or vanilla soy beverage**
- 1/2 cup of fruit yogurt**
- 1 tablespoon honey**

Blend all the ingredients until smooth.

Pour over crushed ice.

PARADISE FOUND

- 1 cup pineapple juice**
- 1/2 cup coconut milk**
- 1 cup citrus soda (7 up, Sprite etc.)**
- crushed ice**

Mix pineapple juice and coconut together well, then pour over crushed ice - add soda and stir.

K. Mueller, Grey Highlands alumni

CLAMATO COCKTAIL

- Rim glass with celery salt**
- 3/4 cup clamato juice**
- dash of Worcestershire sauce**
- dash of Tabasco**
- salt & pepper to taste**
- ice**

Garnish with a celery stalk

TEMPER TANTRUM

- 3 oz. cranberry juice**
- 2 oz. orange juice**
- squeeze of lemon**

Fill large glass with ice, add juices, top off with ginger ale and add one fiery chili pepper.

SAM GAMGEE'S THIRST QUENCHER

- Purée 5 large strawberries**
- and 1/2 cup ice**

Pour into a large ice filled glass and stir in black cherry soda

BLUE HORIZON

*What's in a blue horizon? **PLAIN WATER.** Have some bottled water in your supply. Chill them for a **COOL BLUE HORIZON.** Add ice for a **FROZEN BLUE HORIZON.***

*Add a dash of blueberry flavour for a **BLUE BLUEBERRY HORIZON.***

**SEND A PHOTO OF YOUR EVENT TO OSAID
AND WE WILL POST IT TO THE OSAID WEBSITE.**