

noregrets LIVE how to host guide

Thank you for your interest in hosting No Regrets Live! This document will provide you with relevant information you will need to host a successful event.

This guide contains information on:

- The No Regrets Live show
- Completing the appropriate paper work (booking form, contract and checklist)
- Preparing for the show
- The day of the show
- After the show - evaluation and feedback
- FAQ's
- Appendix 1 - No Regrets Live booking form
- Appendix 2 - No Regrets checklist

If you have any questions or concerns, please contact us at noregretslive@parachutecanada.org

The No Regrets Live Show

Parachute wants to bring attention to the issue of preventable injury and to help Canadians reduce their risks of injury and enjoy long lives lived to the fullest. Our goal is to reach as many youth as possible in every community through our injury prevention programming.

Facts about injury in Canada

- Injury is the leading killer of Canadians aged one to 44, taking the lives of 13,667 people in 2004.
- Preventable injury kills 700 teenagers every year – an average of two every day. Seven out of every 10 deaths among Canadian teens are due to injury.
- Getting a driver's licence is a route to independence for many teens, but car crashes are also the leading cause of death for young people 15-20 years old.
- Over 3 million Canadians are treated for injuries annually at an economic cost of more than \$19.8 billion.
- The great majority of these injuries are predictable and preventable.

No Regrets Live is an internationally acclaimed presentation that encourages young people to choose to take smart risks. No Regrets Live combines a DVD presentation with a live talk given by an injury survivor, who speaks candidly about how the injury has affected his or her life, while presenting positive choices that can be made to reduce the risk of injury. The show is suitable for ages 13-24, please inquire about our parent show, No Regrets Live for Parents for parent council / advisory groups, etc.

No Regrets Live Testimonials

"Jake was an excellent presenter and the presentation went very well. We really appreciate you providing this Live presentation for us. It is such a relevant message, and I believe Jake was able to impact many students."

"Blair did a super job. He was really honest about his life and situation. He was well prepared and spoke from the heart."

'I really like the No Regrets program. I think it's relevant and sends an excellent message to youth. I know for sure that the students who take part in running the program are impacted and they in turn will hopefully impact those around them.'

"Melissa was excellent -- so comfortable with speaking to the large crowd and answering questions, made each person feel important for their question that was asked. "

Completing the Paperwork

Consider the following when establishing a schedule for No Regrets Live presentations:

- No Regrets Live can be presented up to four times per day
- Each show is an hour long, which consists of the presentation
- If you're hosting more than one show, leave about 15-30 minutes between shows to prevent a 'bottleneck' of students arrive and departing at the same time
- Suggested show times are 9:00 a.m., 10:30 a.m., 12:00 p.m. and 1:30 p.m.

Once you have decided to host a No Regrets Live show, please complete a booking form (Appendix 1) and send in via email noregretslive@parachutecanada.org or fax (416) 596-2721. Once the No Regrets team receives the booking form, we will work with our presenters to secure your show date and time. We will provide you with confirmation as soon as possible. You will receive a show contract and checklist (Appendix 2) which needs to be completed and sent to us via email noregretslive@parachutecanada.org or fax (416) 596-2721 at least 48 hours before your show.

Preparing for Your Show

If you would like to become more familiar with our presenters before the show, you can visit our presenter biography page: www.parachutecanada.org/programs/item/no-regrets-live-presenter-biographies.

Parachute expects hosts to supply a sound system, DVD player, projector, spotlight, screen and microphone for the presenter (preferably a lapel mic) and one to two microphones for the Q&A session. If you do not have any of the required equipment, please let us know as soon as possible.

The show is recommended for youth aged 13-18, however certain exceptions apply.

Media

Good media relations can create awareness of the No Regrets Live and local injury prevention groups, generate and garner profile for local donors and ensure that No Regrets Live's national sponsors are credited appropriately. Media relations are an effective way of raising the public's understanding and awareness of how injuries can be prevented. No Regrets staff will send out a press release to local media before your show, please contact us if you aren't able to accommodate media at your school or venue, or if you have any suggestions or media contacts.

Social Media

Social media is a large part of what we do at Parachute, and have a presence on Facebook, Twitter and YouTube. Check out our networks and become involved in the movement to prevent injuries!

Facebook: www.facebook.com/parachutecanada and www.facebook.com/parachuteinaction

Twitter: [@parachutecanada](https://twitter.com/parachutecanada) and [@parachuteaction](https://twitter.com/parachuteaction)

YouTube: www.youtube.com/parachutecanada

Support

Lastly, we will provide ongoing support during the booking process. If you have any questions or concerns, please contact program staff:

Emily Driscoll (647) 776-5118 or edriscoll@parachutecanada.org

The Day of the Show

The presenter will arrive one hour before the show for the rehearsal. Your presenter will sign in at the main office and ask for the appropriate staff contact. Depending on your school setting, we would recommend having a volunteer or No Regrets team member available to meet our presenter at the entrance of the school, as our presenters have varying levels of mobility. Once the presenter is in the presentation space, he/she will start the rehearsal by going through the show outline and DVD cues with your AV team before the show starts.

Show Breakdown

- Set up of equipment and seating (night before or morning of show)
- Presenter will arrive one hour before the scheduled show time (with DVD) to do a rehearsal of the script, DVD cues and troubleshoot technical difficulties with the show DVD, mics, etc.
- Students arrive at the show location
- Presentation follows this format: DVD clip, presenter speaks, Q &A session, DVD clip, presenter speaks, DVD clip

After the Show

Show evaluation and feedback

For many students, teachers, parents and community members, No Regrets Live is their first exposure to injury prevention, particularly its smart risk strategies. As a one-hour program, No Regrets Live can initiate discussion, provoke thought and encourage people to examine how they manage risk.

Evaluating health promotion programming is a complex task. Parachute is currently developing an evaluative tool for distribution to a sample of schools that participate in No Regrets Live. Please contact us to discuss implementation of No Regrets Live's evaluation.

There are other ways to evaluate the effectiveness of bringing No Regrets Live to your community:

- review any new partnerships that have formed
- calculate how many students participated in the program
- determine attendance at your community evening presentation
- solicit testimonials from students, teachers and parents
- gather media coverage
- consider the number of organizations that participated
- collect letters of support you received from community leaders

After your show, please take the time to complete the post-show survey (sent to you by program staff). Your feedback is important to us as the survey data will provide our team with important show insight on the impact of the show in your community.

If you have any photos or video from your show, please feel free to send to us by email at noregretslive@parachutecanada.org. We love to feature No Regrets Live photos and promotion on our social media networks.

Frequently Asked Questions (FAQ's)

Why host the show? Preventable injuries kill 700 Canadian youth each year, that's the size of an average Canadian high school. We want to make sure that Canadian youth are equipped with injury prevention knowledge that will hopefully change common behaviours around distracted driving, partying, sports and recreation leading to less injuries nationwide.

How long is the show? The show typically runs for an hour, but is dependent upon the question and answer period.

Are there presenters available in every province? We have presenters in Ontario, British Columbia, Prince Edward Island, Saskatchewan and New Brunswick, but are typically able to accommodate shows in any part of the country.

What types of injuries have presenters sustained? Our presenters have been injured by driving, substance misuse, and sport related incidents.

How much does the show cost? The fee for the No Regrets Live show is \$1,350 per day and includes up to 4 shows. Evening or more rural shows may include an additional cost.

Are there any bursaries available in my area? Our sponsors have generously provided select areas across the country with grants and bursaries towards reducing the cost of the show for communities. Please contact us for more information on the fees and to see if bursaries are available in your area.

What time do presenters arrive? Presenters will arrive one hour before the scheduled show time for a rehearsal.

What happens during the rehearsal? Presenters will arrive with the DVD for the show. During rehearsal they will go through the DVD cues with your AV crew and work with you to make sure that all equipment is working properly.

What are the audio-visual requirements? Parachute will expect hosts to supply a sound system, DVD player, projector, spotlight, screen and microphone for the presenter (preferably a lapel mic) and one to two microphones for the Q&A session.

What if I don't have all of the equipment necessary for the show? Please let us know ASAP, we will work with you to secure the items needed for the show.

What are the accessibility requirements?

Please note that hosts must guarantee their venue is wheelchair accessible in order for Parachute to confirm a booking. If a presenter arrives at the venue to discover it is not accessible, Parachute reserves the right to immediately cancel the show with absolutely no refund.

- This means that the venue, staging and washrooms must be accessible for those in wheelchairs to independently maneuver. There should be a ramp leading into the building, as well as elevators if the performance venue and washrooms are not located on the ground floor.
- Washrooms must have accessible stalls that are large enough for a wheelchair to fit into, a door that opens outwards and grab rails inside. Door widths should be at least 32 inches wide for a straight in approach. If turning is necessary (i.e., the door is located down a hallway), the frame should be 36 inches wide.
- The stage should allow the presenter to access it on their own, not lifted by volunteers. Such modifications are unacceptable and could result in cancellation of the show without any refund.

Where have No Regrets Live shows been held in the past?

No Regrets Live shows have been held in auditoriums, gymnasiums, cafeterias, arenas, and classrooms. please note: all venues must be accessible). We have done a variety of shows at secondary schools, conferences and forums. We look forward to working with you!

Final thoughts....

You've worked hard, and we hope your show was a success! Thank you for bringing the No Regrets Live message to your community and for introducing injury prevention to youth. Congratulations!

THE PRESENTATION

No Regrets Live is a high energy, high impact presentation that delivers injury prevention messaging to students, operated by Parachute, a national injury prevention organization. The show consists of a live presenter and a DVD, bringing award-winning risk management to an audience in a positive and empowering way. A preview trailer is available at noregrets.parachutecanada.org.

Venues are required to provide basic audio-visual equipment, including, but not limited to projector, screen, sound system, DVD player, spotlights and microphone. Presentation venues are also required to be wheelchair accessible.

SCHOOL INFORMATION

School Name: _____

School Address: _____ City: _____ Province: _____

School Telephone: _____

Host Name: _____

Host Telephone Number: _____ Host Email: _____

Has your school ever had the No Regrets Live show before? : YES NO

If yes, when? _____

Has your school community experienced any major injury or death recently (this information will be kept confidential and will be used to select a show version that is respectful of the school climate)? If yes, please describe.

SHOW INFORMATION

Desired dates for booking? _____ Desired times for shows? _____

Total number of shows required? _____

What grades will attend the show(s)? _____ How many total students will attend the show(s)? _____

Once a host has provided a desired week, No Regrets Live staff will do its best to accommodate and find a final date within that week, as per presenter schedules. Hosts will be notified with a date upon confirmation of booking. If this date is not appropriate, No Regrets Live staff and the host will work to find another suitable date.

Thank you for your interest in hosting No Regrets Live. In order to begin the booking process, please complete the form above and fax it to 416-596-2721 or email it to noregretslive@parachutecanada.org with the subject line "Booking Request Form." No Regrets Live staff will follow up within 3 business days of receiving the form.

Please fax completed form to 416-596-2721

School Checklist

For any and all questions and clarifications, please don't hesitate to contact Emily Driscoll at 647-776-5118 or Shenieka Russell-Metcalf at 647-776-5106.

Requirement	Person Responsible	Sign off	Notes
Audio-visual equipment set up day before show			
Set up of chairs/bleachers			
Accessibility check throughout school			Ensure lifts and elevators are working, walkways are shoveled, ramps and access points are clear of obstructions
Greeting of presenter at main entrance 1 hour before first show			
Sound board operator			Make sure headset or lapel microphone is ready to go, batteries are charged
Spotlight/house light operator			
DVD player & projector operator			
Screen set up			
2 microphone runners for question and answer period			Need 2 people for each show- they can be the same or different for each presentation
Whole AV team present for dry rehearsal of the performances			Ready to rehearse one hour before the first presentation

Equipment requirements

Item	Notes
Projector	
DVD player or laptop computer with built in DVD player	
Cover for projector bulb	This is to 'black out' the screen while the presenter is speaking. Hosts have used a piece of paper and tape, an extra DVD case or lens cap. We do not recommend turning the projector off, as it can take some time to warm up again.
Screen	Most schools have a standard screen size of 14x16 feet, but it is important to have a screen that can be seen by all audience members in your venue.
Spotlight	If a spotlight is not available, please ensure that house lights can be turned on and off. Attendees should be able to see presenters at all times during the presentation.
3 Microphones—one headset or lapel microphone, as well as 2 handheld microphones	Our presenters have limited hand function due to their injuries and thus cannot hold a handheld for the performance. Please look into borrowing or renting a headset or lapel microphone for the performances.
Sound System	This must be able to be heard by the entire audience. Hosts should have adequate loud speakers.

DVD instructions

Presenters will arrive with the No Regrets Live DVD, please take a look through the instructions below.

Show Format

- Chapter One of DVD plays
- Presenter speaks approximately 10-13 minutes*
- Presenter opens the floor to questions for approximately 10 minutes*, volunteers bring microphones to audience members
- Chapter Two of the DVD plays
- Presenter speaks for approximately 7 minutes*
- Chapter Three of the DVD plays, the show is over
**all times are guidelines only, every presentation varies*

DVD Operation Instructions

These will make much more sense with the actual video, but are provided prior to the show so schools know what is expected.

DVD Operation Instructions

1. Ensure DVD player or computer is connected to projector system.
2. Insert DVD carefully into the player to avoid scratches and dust on the disc.
3. Allow the DVD to load to the menu screen, which features the presentation logo and Chapters 1 and 2.
4. When the presenter is in position and the audience is seated and quiet, the show is ready to start. Turn house lights off.
5. Select Chapter 1 and allow the disc to play through.
6. Chapter 1 will end and go back to the main menu screen. This is when the presenter will begin speaking. Spotlight should be on the presenter, with their mic volume turned up.

7. The presenter will tell their story and then open the floor up to questions. 1 or 2 volunteers should be ready with microphones for questions. Turn up mic volumes, turn up the house lights.
8. The presenter will close the question period with *"If there are no more questions, then we'll move on (or, We have time for one more question and we'll have to move on). Thanks for your questions. They were great."* This is the cue to prepare to play the second chapter of the DVD. Bring house lights down, cut transmission to the mics.
9. Select Chapter 2 and allow it to play through to the end. Allow it to return to the menu screen, this is the cue for the presenter to begin speaking again. Spotlight should be on the presenter, turn their mic volume up.
10. Presenter will finish speaking, ending with **"Live life with no injury. And no regrets."** That is the cue to play Chapter 3, with lights down and mic off. Allow it to play through to the end, then the show is complete. Turn house lights up and the presenter's mic off. You may eject the DVD and return it to the presenter.
11. Thank you!

