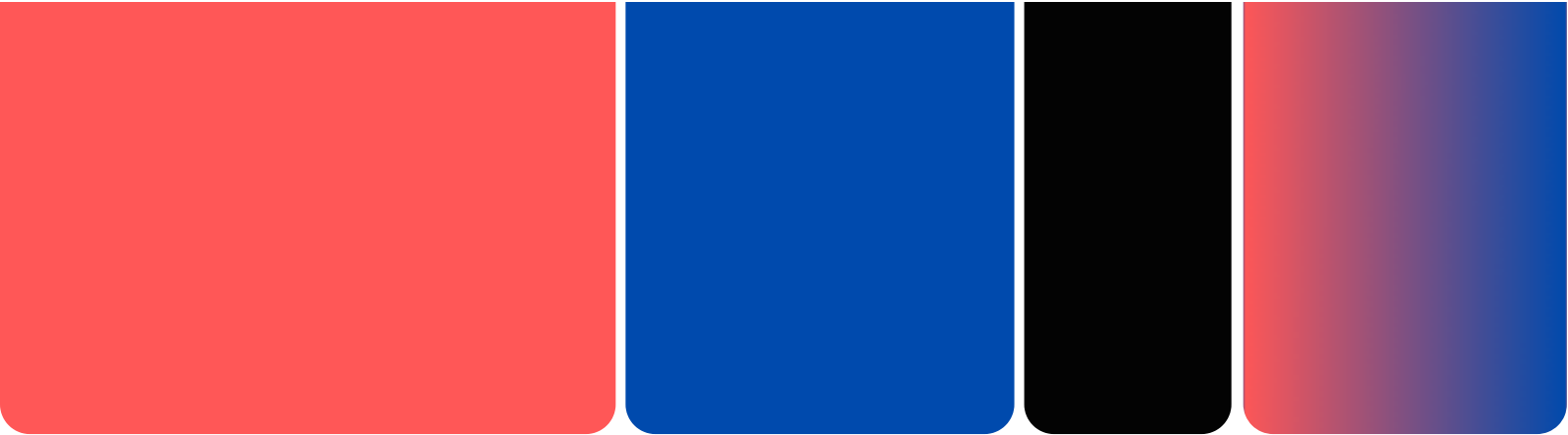




FREE RESOURCE

FOR COUNCIL YOUTH OFFICERS

Youth Summit Planning Kit

A 15 minute checklist for a youth summit or forum, across before the day, on the day and after the day. Find out which phase is most likely to let your event down.

Inside

1. Why good ideas go nowhere
2. The before, on the day and after checklist
3. What your ticks mean
4. Your next step

A great day is **the easy part.**

The room is full, the pitches are strong, the mayor is impressed. Three months later nobody can say what happened to the ideas, and the young people who came have moved on.

When we talk with council youth officers about summits and forums, what decides whether the day leads anywhere sits in three phases. Most councils put their energy into the middle one.

Before the day

The event is on the calendar because it ran last year. Schools hear about it late, send their captains, or don't reply at all.

On the day

Speakers talk and young people listen. Ideas are written on butcher's paper and stay there, because nobody who can act on them is in the room.

After the day

The follow-up is planned once the day is over, by which time energy has gone and the school term has moved on.

How to use this checklist

- Think about your last event, or the one you are planning.
- Tick each item on page 3 that is already true or locked in. Leave it blank if it isn't.
- Count your ticks in each phase. The phase with the fewest ticks is where to start.
- Then go through it with your manager or youth council. Where your ticks differ is where the conversation is.

This checklist works for youth summits, youth forums, leadership days and Youth Week events. If you haven't run one before, use it as a planning list before you lock in a date.

The summit checklist

Tick everything that is already true or locked in.

Before the day

____ of 6 ticked

- ☐ You can say in one sentence what the event is for: recruitment, consultation, a project, or a mix.
- ☐ The event links to an action in your council plan or youth strategy.
- ☐ You and your manager agreed what success looks like.
- ☐ Schools hear about the date at least two terms ahead.
- ☐ Schools are asked to send students who aren't already leaders, as well as those who are.
- ☐ Transport is sorted, so distance isn't a reason a school says no.

On the day

____ of 5 ticked

- ☐ Young people help design and run parts of the day.
- ☐ Every participant learns and uses a practical skill.
- ☐ Teams work on issues council can act on or influence.
- ☐ The mayor or councillors hear the ideas and say what happens next.
- ☐ Young people leave knowing the date they will hear back.

After the day

____ of 5 ticked

- ☐ Follow-up dates are booked before the event happens.
- ☐ Each idea has a young person leading it after the day.
- ☐ Youth council applications, or another way to stay involved, open straight after.
- ☐ Every participant hears what happened to their idea within two months.
- ☐ Schools get a short summary they can share with families.

What your ticks **mean**

Your weakest phase matters more than your total. A strong day can't make up for a gap before or after it.

Fewest ticks	What it usually means	Start with
Before the day	The event runs on habit. The same schools and the same leaders come, and it is hard to defend in the budget.	One sentence on what the day is for, and a clear brief to schools well ahead.
On the day	Young people listen more than they lead, and ideas have nowhere to land.	Decision makers in the room for the pitches.
After the day	Energy peaks on the day and drops away, and young people decide nothing changes. Most councils land here.	Follow-up dates in diaries before the event.

All phases

4+ TICKS EACH

Your event has a reason to exist and a plan for what comes after. Keep it fresh: change the format before it goes stale, and give past participants a role in running the next one.

One phase

2 OR FEWER

The rest of your planning is likely being undone by that phase. Fix it before adding anything new to the program.

Two or more

2 OR FEWER

Running the same event again is likely to get the same result. Go back to purpose, decide what the day needs to leave behind, and build from there. Page 5 shows how councils usually get there.

Is a summit the right tool?

A summit suits councils that need new faces, a wide spread of ideas, or a way into schools. If you already have a stable youth council and need it to work better, a retreat with that group is often the better fit.

Your ticks are the start. **Here's the next step.**

If one phase came up light, you are in good company. The gaps are usually the same: no agreed purpose, the same few schools, and no plan for after the day. Those are hard to fix while also booking the venue and chasing consent forms, which is why many councils bring in a delivery partner.

Youth Summit

One day, 100 to 200 young people from every school in your area, run by young facilitators. Teams pitch ideas to the mayor and councillors, the school paperwork is handled, and a follow-up program keeps ideas moving. For councils light on any of the three phases.

Youth Council Retreat

Two days with your existing group to set purpose, roles and one project to present to councillors. For councils whose summit feeds a youth council that needs to hold together.

Book a free summit review

Send us your ticks and we'll talk them through with you: what's driving them, what has worked at councils in a similar spot, and which option fits your budget and calendar. No obligation, and you keep the advice either way.

BOOK YOUR REVIEW AT [YLAAUS.COM/PROGRAMS/ENQUIRY](https://ylaaus.com/programs/enquiry)

97%

of young people in our programs feel more empowered to create change in their community

87%

reported improved confidence in their goals in the University of Melbourne framework pilot

Planning a summit? Schools need about two terms' notice and popular dates book out first, so get in touch early.

Email info@ylaaus.com or visit ylaaus.com/programs/community. If you need anything else, reach out.