

INTERNATIONAL FESTIVAL 2020

FRIDAY, APRIL 17- 8:00 AM - 2:20 PM

SATURDAY, APRIL 18- 2:30 PM - 6:00 PM

Guidelines for Country Booth Leaders

Introduction

Thank you very much for volunteering to lead a country booth at Live Oak's 2020 International Festival! Welcome aboard!

This festival is a celebration of Live Oak's diversity and aims to help our children learn about some of the 192 countries of the world in a fun and social setting.

The goal is to foster a sense of curiosity and exploration about the countries that make up our world.

We are fortunate to have an incredible ethnic diversity here at Live Oak and a wonderful opportunity to learn from it!

This year the theme of our festival is **Coming Together**. In addition to the country booths, our student council will feature a United Nations Booth with a focus on how we are all similar while being different.

Our International Festival this year will be held on two days in April.

Booth Leader Responsibilities

As a country booth leader, you are responsible for the overall theme of your booth and the contents it will showcase. The contents must reflect the heritage of the Country represented.

We encourage you to solicit the assistance of other parent volunteers to help set-up, decorate and manage your booth. This is a collaborative effort which you will lead and coordinate. Don't feel like you have to do this alone. As the Booth Leader, your responsibilities will include:

- Finding parent volunteers to assist you in all aspects of managing your booth including:
 - setup and teardown,
 - design and decoration,
 - preparing and serving food for the Saturday Festival (no food on Friday) and**
 - disseminating learning through discussion or fun activities about your country of choice.
- Supplying your booth with decorative artifacts, art, posters, clothes and other items that are representative of your chosen country
- **Preparing/ purchasing a sample food and/or drink item (for Saturday only) that is representative of your country. **All food items must be nut free.**

In addition to the parent volunteers you recruit, we will do our best to provide you with high-school student volunteers to help you for the Saturday festival **only**. **You MUST have at least one adult present in your booth at all times on Saturday.**

In the interest of promoting learning, basic information guidelines are being mandated this year. They are as follows:

- A) Every booth must have a flag that represents the country. Please follow flag etiquette (see below)
- B) Every booth must have a world map or a globe with the country and capital clearly identified
- C) The use of Poster Boards to display the following information is encouraged:
 - A) The continental location of the country
 - B) The capital of the country
 - C) Language (s) spoken within the country
 - D) The system of government with a brief explanation of this system
 - E) The current leadership of the country
 - F) Date of independence/ formation
 - G) The main currency used

You are free to add to this list if you like.

INFORMATION ABOUT THE FRIDAY ASSEMBLY AND THE SATURDAY FESTIVAL

1. Friday Assembly:

The Friday assembly will be held on **April 17 between 8:00 am - 2:20 pm**. This assembly is open to Live Oak students only and will be overseen by parent volunteers. It will be held in the MPR.

Please keep the following in mind for the Friday Assembly:

On Friday, April 17, all Live Oak students will participate in the 2020 International Festival Assembly in the MPR, where they “visit” each country and have their passports “stamped.”

- No food/ performances during the Friday Assembly
- Your booth must stay ‘open’ between: 8:00 a.m. - 2:20 p.m. (with a break for lunch)
- Only one table per country is permitted during the Friday assembly due to space constraints in the MPR.
- You are responsible for setting up and tearing down your Friday items:
 - You may **set up anytime from 4pm to 7pm on Thursday, April 16. NOTE THIS IS THE NIGHT BEFORE THE ASSEMBLY.**
 - You may tear down your booth on Friday, April 17, after school and leave your items in the MPR until you come back on Saturday to set-up.
- You may adhere items to the walls using painter’s tape or string, if your items are not heavy.

2. Saturday Festival:

The Saturday festival will be held on **April 18, between 2:30 pm - 6:00 pm**. This event is open to the public and will be overseen by parent volunteers, assisted by high-school volunteers. The Saturday festival will be held in the Live Oak courtyard. Participation in the Saturday festival is mandatory.

Please keep the following in mind for the Saturday Festival

You may start **setting up at 11am on Saturday, April 18** and your booth **MUST BE READY BY 1:00 PM. Please keep in mind that booth set-up will take longer than expected so allow for extra time.**

- In the interest of **fair and equal representation**, every country will be provided with the same number of tables to display their items. You will be provided TWO 6-foot tables OR ONE lunch table (which opens up into 2 6-foot tables) per country. If you would like an “L” display, please let us know in advance. Additional tables will not be available so please plan your layout ahead of time.
- You are encouraged to serve a small sample of ethnic food and/or kid friendly drink from your country. However **No active cooking is allowed on campus.** You may bring cooked /

purchased food and use chafing dishes to keep it warm. We will provide you with sample cups to dispense food. Our supplies survey will request information on the quantity you will need.

- You will be outside and will have to deal with **weather related issues**. You may or may not be in the shade and may or may not face some wind. Please plan for this.
- Do not plan on having **power at your booth**. You may bring extension cords which **MUST** be taped to the ground. Power outlets are few and far between. So don't plan on having power at your booth.
 - You may bring a small, battery-powered item for traditional music. A boom-box or cell phone with a speaker would both work and remember to bring extra batteries
- **Food service gloves are mandatory** in compliance with health department rules. PTA will provide these gloves, but please let us know if you need them via the supplies survey.
- We are a nut-free school, even on weekends! Please, **no nuts of any kind in any food samples**.

FLAG ETIQUETTE

Ideas for how to hang your flag

Because of the stucco texture of the exterior walls at Live Oak, it can be difficult to hang items from the wall behind your booth. Try some of these ideas and please plan ahead and test these ideas before the event!

- If you have a small flag staff, please use it!
- Two buckets filled with sand, attach flag to PVC pipes in the sand
- Bring a room divider and hang it from there
- Command Hooks
- Sticky putty
- Adhere your flag (respectfully) to a poster board that can stand on its own

Flag etiquette varies from country to country; please be sure to honor the regulations of your country when hanging your flag.

For your reference, here is a summary of dates and times mentioned above:

Event	Date	Time
Friday Set-up	Thursday, April 16	4:00 - 7:00 pm
Friday Assembly	Friday, April 17	8:00 am - 2:20 pm
Tear Down	Friday, April 17	2:20 pm - 3:00 pm
Saturday Set-up	Saturday, April 18	11:00 am - 1:00 pm
Saturday Festival	Saturday, April 18	2:30 pm - 6:00 pm
After Festival wrap-up	Saturday, April 18	6:00 pm - 7:00 pm

Do	Do NOT
Encourage learning and a sense of exploration at your booth. Be sure that the kids take away at least one piece of information about your beautiful country of choice! Feel free to create a sample quiz/ challenge if you're able to.	Depend on having power at your booth. There are not enough outlets for every booth to have full power.
Traditional attire is encouraged but not a requirement	To attach items to the wall, use painter's tape or string.
Recruit parent volunteers to staff your booth; you don't have to do it alone!	Loud music that distracts from other booths is not permitted
If providing samples, select a traditional food to distribute during the Saturday festival (no nuts, please)	Charge money or collect information. Solicitation is not permitted except by sponsors
Report needed supplies via the Supplies Request Form. We will mail the link to you in an email.	No nuts allowed on campus - be sure to keep all items completely nut free!!
Hang flags respectfully. (Ideas for hanging can be found above)	No food is permitted at the Friday festival.
Save your receipts! PTA will reimburse you for up to \$75 in food and/or supplies.	
Do feel free to reach out to us for assistance if you are overwhelmed or would like to share your ideas.	
Plan for weather related challenges at your booth. For instance - if you are in the sun and would like to have some shade, you may need a tent.	

For additional information or clarifications, please contact:
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