

Checklist for Preparing Type III Fairs

Early in the Year

- Establish the date. Although the Type III Fair will usually occur in May or June, early planning will help avoid conflicts with other school and community events and help ensure attendance by teachers, board of education members, city officials, etc. Review the school system's master calendar and obtain approval from the superintendent.
- Make arrangements for a building and clear the date with the building principal. Determine the hours of the program and when students in the building will have an opportunity to visit the fair.
- Provide an orientation session for the students. This session will help students set a target date for their projects. Viewing a video and pictures of previous Type III Fairs will help students get a sense of the event and generate some creative ways to display their own materials.

2–3 Months Prior

- Make announcements and solicit help.
- Send an initial "Save the Date" message home and post an announcement in your program newsletter.
- Request volunteers for assistance with set up, refreshments, transport of students from various schools, scavenging of equipment, videotaping and pictures, program computer work, name tags, certificates, and clean up. A committee can be formed from parent responses.

2–3 Weeks Prior

- Develop a program with input from principals involved. A brief written program should be provided for each visitor to the Type III Fair and contain a general statement about the purposes of Type III Enrichment, product display categories (scientific, literary, artistic, etc.), and times and locations of any special events (such as a dramatic presentation, parent participation activity, media presentation, etc.).
- Meet with committee/parent volunteers. Review the program and individual tasks with volunteers, locate any additional needed volunteers, and answer questions. Refreshments, nametags, and student certificates should all be underway.
- Invite local officials. Individual letters of invitation should be sent to the superintendent, principals, central office administrators, teachers, and all elected town officials. They may be written by students on school stationery, prepared as a formal

announcement, or designed by students as a flyer. Educators may also choose to invite State Representatives, U.S. Representatives, and Senators if they reside locally.

- ❑ Invite the media. An invitation can be sent to all local newspapers and television and radio stations. It should include a brief description of the fair and the kinds of materials that will be on display. Follow-up calls or direct contact by students will help attract attention and ensure attendance.
- ❑ Make final announcements. Send announcements home to parents and alert the community through local websites, bulletin boards, community newsletters, newspapers, and radio stations.
- ❑ List required equipment. A checklist should be prepared of necessary equipment, such as projectors, computers, extension cords, three-prong adapters, etc. A committee volunteer should be responsible for locating materials the day of the fair, checking function, and returning materials after the fair. All equipment should be labeled to ensure proper return.
- ❑ Rehearse with students. All students who are making presentations at the fair should have the opportunity to rehearse with other students. Appropriate dress, conduct, and procedures should be reviewed.
- ❑ Review videotape and photograph procedures with volunteers. One or two persons (either students or adults) with good photography skills should be responsible for documenting the Type III Fair. Photos of individual displays should be taken before the fair begins to get a clear shot of the display, as well as during the fair to record the excitement of the moment. A special effort should also be made to photograph public officials, board of education members, parents, and other visitors. These photographs are valuable for subsequent year orientation sessions, as data for summary evaluations, or for a celebration bulletin board in the school.

Follow-Up

- ❑ Thank all volunteers involved with the fair. Individual “thank you” letters should be sent to anyone involved in planning or carrying out the fair, including parents, teachers, principals, and media people who covered the event. These letters can come from the program director or superintendent, as well as students.
- ❑ Develop a file for subsequent years. Keep track of the schedule, timeline, volunteers, problems, and needed changes. Assess the fair and keep notes for improvements.