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MAKER FAIRE GUIDE

A Guide from the Creativity Lab



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Based On

[Maker Toolkit](#)



About This Guide

Purpose

This guide is to help schools and other organizations prepare for and bring their creativity to the [Bay Area Maker Faire](#) in San Mateo..

In this guide, we will share guidelines on how to prepare for the Maker Faire, so that future leaders at Lighthouse, or other schools who want to participate at local maker faires, can learn from our experience. We recognize that every school faces different constraints regarding time, volunteers, and money; we hope that what we have learned over the past several years can help others bring making to their schools.

Our Story

At Lighthouse, we have a long tradition of recognizing and celebrating making. We started attending the East Bay Mini Maker Faire in Oakland to give our students more opportunities to experience making in the local communities, and have them practice for both our School Maker Faire and the larger Bay Area Maker Faire.



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Getting Started

Gathering Your Team

As you are gathering your team, consider the following:

- Who are the biggest advocates for your making class/program in your community? Parents, teachers, administrators, makers, students? Would they like to help organize?
- How can students play leadership roles?
- Who is interested/available to participate and help organize?
- Is there a time where you can get the majority of team members together to meet? Or can you split the team into subcommittees?

Setting Goals

During your first meetings, discuss why you should attend Maker Faire. Schools can have a booth at the the Bay Area Maker Faire in order to:

- Have students participate in the wider maker community as makers by
 - showcasing their independent projects
 - facilitating hands-on making activities with guests
- Share their work and the work of other local schools with the wider maker educator community
- Expose students to the opportunities of making and how it can impact their lives

As you as determine your goals for the Faire, consider the following:

What do you want your students to get out of the event?

What do you want guests to your booth to see or experience?

Planning for Maker Faire - Logistics

Date And Time

The date and time of the Maker Faire takes place usually the third week in the month of May. See below for a brief outline of the Maker Faire weekend.

Thursday- 10:00 AM- 5:00 PM

Friday- 10:00 AM- 5:00 PM (dinner served afterwards)

Saturday 9:00 AM- 7:00 PM

Sunday- 9:00 AM- 7:00 PM

Registration

In order attend the Maker Faire, you have to register at the [Maker Faire](#) website. When you register, Maker Faire will ask for a short description of your booth that will be publicized. Make sure to include only activities that you know teachers and students plan on doing. You can follow this [template application](#) for registering.

You will be asked to consider the following when applying on the website

TYPES OF LOCATIONS

- Outdoor Exhibit Area
- Indoor Exhibit Area

TYPES OF MAKERS

- Group Exhibit
- Single Maker Exhibit
- Large Exhibit
- Commercial Exhibit

SPACE REQUIREMENTS

- Size
- Tables and Chairs
- Water / Electrical



After Acceptance

You should receive a confirmation message immediately after you submitted your entry form. Your next message will arrive at the end of March with news about your acceptance. After that, Maker Faire will send a message every few weeks with updates and reminders about the process leading up to the event.

Their emails might be in your spam or junk folder. Please check that folder, and add makers@makerfaire.com to your contacts.

If you still can't find any messages, email makers@makerfaire.com.

If you're a first time Maker, check out [this video](#) made by a Maker during Maker Faire Bay Area 2012.

Choosing Projects & Activities

Projects

- 1) *What types of projects* are students and teachers interested in?
- 2) *How much time* will you need to complete this project?
- 3) *What projects might fit into the curriculum?* What changes need to be made?
- 4) *How will your activity engage the larger community?*

Activities

- 1) *What types of activities* are teachers and students interested in facilitating?
- 2) *Which activities will engage visitors?* What can students do to make an activity more *exciting or interesting?* *What questions* should students be prepared to answer
- 3) *What materials* will students need for this activity?
- 4) *What activities might fit into the curriculum?* What changes need to be made?

Documentation and Permission Slips

In order for parents to be aware of the whereabouts of their children and for liability reasons, students must fill out a permission form to attend the Maker Faire. Permission forms should include the following:

Purpose of the event

Date of the event

Time of the event

Time requirement and schedule of students

Location of the event (1346 Saratoga Drive- address of East Gate)

Transportation notes: All students are responsible for transportation to and from the event. For students who are carpooling with other students, adult driver must turn in copy of driver's license and copy of insurance card

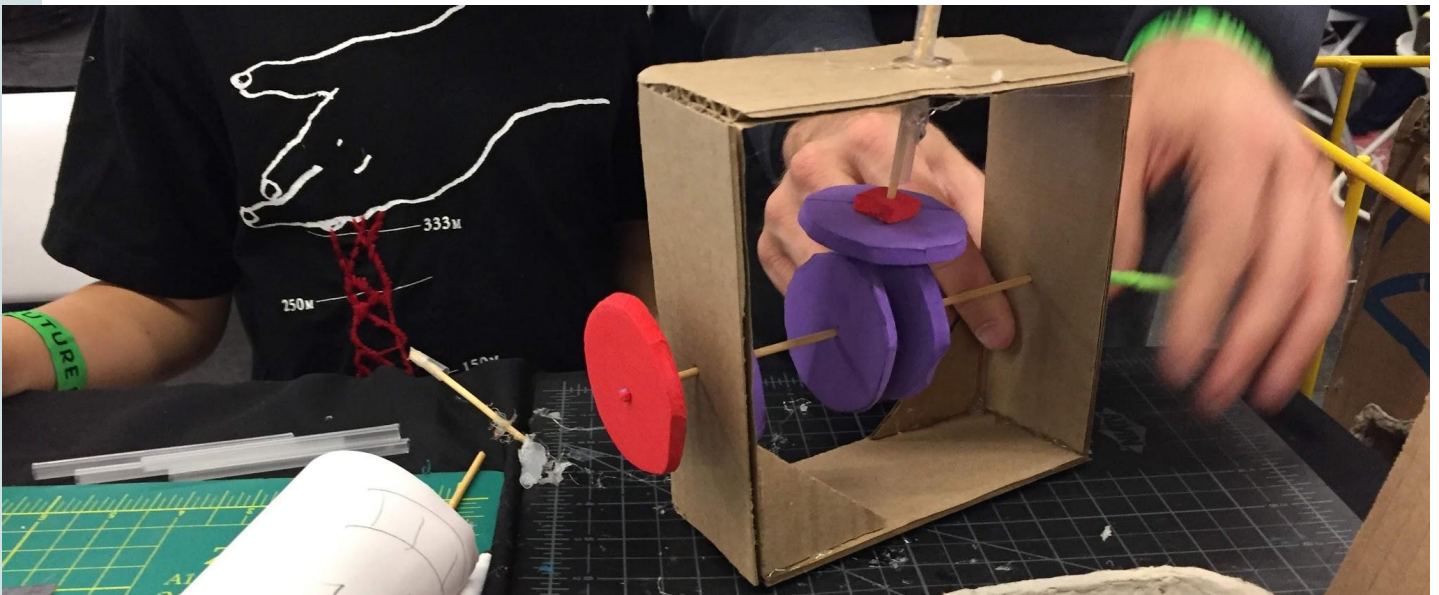
Special requests of students (e.g. elementary students must be accompanied by a parent; students must arrange transportation to the event (except for Friday)

Parent/guardian **signature** and **emergency contact**;

Parking: PARKING IS LIMITED. There are parking lots in the vicinity of the Faire, but they are a distance away. Parents and students should plan to get to event early enough to find a parking spot and to walk to the faire.

IMPORTANT NOTE; Different permission forms required for different age groups (smaller children will need chaperones, older students don't). Change the permission slips accordingly.

[Example Permission Slip](#)



Planning for Maker Faire - People

Recruiting & Scheduling Adult Volunteers

Try to recruit adult volunteers beginning with a school wide email, a couple of months before the event. A good strategy is to invite a balance of staff and teachers of different age-groups, as well as people who could volunteer both days.

Consider how long you want volunteers to be at the event, in order to receive a ticket. Shortly before the Faire, send out several other emails regarding the following topics:

The **schedule** for the actual Maker Faire

Parking details (**THERE IS NO FREE ON-SITE PARKING AT MAKER FAIRE!**)

Description of what **activities** are happening in each zone as well as a list of **expectations** and **tips** for volunteers

Schedule adult chaperones using the following principles.

- Adult volunteers should volunteer and work in shifts, with breaks in between.
- Teacher/staff volunteers should be working with the age group of students that they usually work with
- Parent volunteers should be working alongside children
- If possible, schedule simultaneous breaks of adult volunteers with their spouses and children

Some things to **consider** as you recruit and schedule volunteers:

- Who in your community might be **interested in volunteering** at your booth?
- How will you **communicate** with volunteers during the lead up to the event?
- What **details** do your volunteers need in order to be effective?

Preparing & Scheduling Students

To prepare participants from your school for the Bay Area Maker Faire, and to give students and outside groups a chance to lead and exercise responsibility, teachers should work to provide as much agency to kids as they prepare for the Maker Faire. Students can be asked to either bring a maker project to share with the making community or help facilitate an interactive activity.

Students should be asked to either bring a maker project to share with making community or help facilitate an interactive activity. As you schedule students and activities, try to match students with activities they are interested in. The following principles can guide you as you scheduled students.

- Student volunteers should be able to help at morning setup or evening cleanup.
- Elementary school students should volunteer for no more than 2 hours, not consecutively. They should always be accompanied by a parent/chaperone.
- Middle and High school students should volunteer for no more than 4 hours, (MS ideally in 2 hour chunks, HS might like 4 hour chunks).
- Make sure that each group of volunteers has time to rest and eat snacks / lunch.

Inviting Outside Groups

If you would like to share your space, reach out early to public schools to find out if they want to join you at the Maker Faire. Consider asking groups the following questions:

What activity or display are you bringing?

What are you or your groups electrical needs?

How many people will be at your booth?

How many tables will you need?



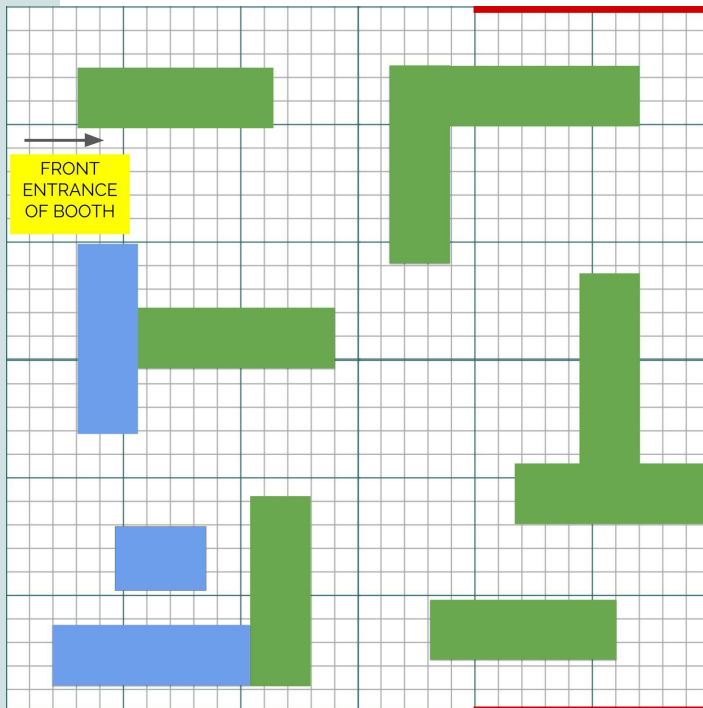
Planning for Maker Faire - Materials & Space

Planning Your Space

When organizing our space, we organized activities into different zones. We tried to space tables out enough so that attendees could easily move through the space and participate in interactive activities.

As you began to think about space and where different groups are located, consider the following factors:

- ❑ Your exhibit/booth must **accommodate all volunteers and visitors**; there must be enough space for activities to run smoothly.
- ❑ **Space for walk-throughs:** There should be enough room for visitors to walk through the space and to effectively engage in all of the activity tables in the space. Activity tables require the most space, since attendees tend to gather around these spaces. Tables should be spaced accordingly.
- ❑ **Tables:** You will have a limited number of tables, all of different shapes and sizes. As you organize the space and assign tables, be mindful of this constraint.



In addition to these factors, space usage depends on and affects what activities and projects are decided upon by teachers and students. For this reason, try first to find out which activities teachers and students want to bring to the fair and to draft a map to share with teachers for feedback. Groups may change ideas for their projects and activities, and your map will change accordingly.

- Activity Table
 - Display Table
 - Fence
- 10 TABLES
45 CHAIRS

Above: Example of our layout for 2018. Our map went through several iterations before a final plan was sent out to attendees and participants .

Materials & Equipment

Some general supplies that we've found helpful in our years at the Bay Area Maker Faire are:

- Activity materials
- Learning Wall posters
- Promotional materials
- Creativity Lab banner
- Power strips + extension cords
- Gaffers Tape
- Duct tape
- Tool Kit
- Trash bags
- Cardboard (for tables AND activities)
- Dry erase board
- Dry erase markers
- Dry eraser
- Rocks (to anchor materials outside)
- Binder clips
- Zip ties
- Pens
- Printed schedules
- Brooms and dustpans
- Posters labeling different zones

NOTE For packing, it is best to divide the materials according to activity. Keep them in bins and have a list on each bin with quantities.



Getting To Maker Faire

Tickets and Entry Passes

All Makers and Maker assistants must have their Maker Entry Pass or ticket before arriving onsite. (Passes and tickets can be printed or on your device.) It is important that all participants have entry passes prior to the event.

EACH STANDARD EXHIBIT RECEIVES:

- Maker Entry Passes**
 - Maximum quantity: 4
 - For Maker(s) and assistant(s) ONLY.
 - Fri, Sat & Sun entry pre-show/set-up and show hours

Please fill out the [Additional Maker Entry Pass](#) request form if your exhibit requires more than the standard four Maker Entry Passes.

- Complimentary Friday Tickets**
 - Quantity: 2
 - For anyone: additional assistants, family, friends, or your guests
 - Good for entry Friday show hours only: 1 pm – 5 pm
- Complimentary One-Day Tickets**
 - Quantity: 2
 - For anyone: additional assistants, family, friends, or your guests
 - Good for entry Sat & Sun entry show hours only: Sat 10-7, Sun 10-6
- Discount Friday Tickets**
 - Quantity: 2
 - \$35 per ticket (regular price \$75)
 - for anyone: additional assistants, family, friends, or your guests
 - Good for entry Friday show hours only: 1 pm – 5 pm
- Discounted One-Day Tickets**
 - Maximum quantity: 6
 - One ticket type only: adult one-day ticket (can be used by any age)
 - \$30 per one-day ticket (regular price \$50)
 - For anyone: additional assistants, family, friends, or your guests
 - Good for entry Sat & Sun entry show hours only: Sat 10-7, Sun 10-6

As you distribute tickets, always keep copies: people WILL forget their ticket, so it is important to have extras. In addition, when giving out tickets, number them so that you can track which volunteers had which tickets. To track this, you can use a ticket tracking [document](#).

Checkin

IMPORTANT CHECK IN INFORMATION

- ❑ To streamline the check-in process, all Makers and assistants need to obtain their Entry Passes in advance through Eventbrite.
- ❑ Makers not checked in by 12:30 pm on Friday will forfeit their location.
- ❑ Your Project Number: Your Project Number can be found in the subject line of your Acceptance Letter. Your Project Number is a 5-digit number that identifies which exhibit you are part of and helps us reference the details of your exhibit quickly. You must know your Project Number to check in. It's important to ensure that all of your assistants know your Project Number, so that they may check in and find your location. Please pass it along.

Directions + Parking

Please refer to the [Getting to Maker Faire](#) page for general parking info, bike parking, public transportation and traffic updates. Traffic in the area can be quite congested, even during set up days. Please allow yourself plenty of time to arrive at the site and get oriented.

Maker Faire starts promptly at 1:00 pm on Friday and 10:00 am on Saturday and Sunday. Please keep traffic in mind and plan to arrive with enough time to park and use the shuttle or walk from public transportation and to prep your exhibit.

A Note On Transportation

Although parents and students are expected to arrange transportation to and from the event, at Lighthouse we also have traditionally helped students who need rides by holding meetings in the lead up to the Bay Area Maker Faire. In addition to reviewing the details of the event, this is an opportune time to have students connect with their classmates and arrange rides.



Running the Booth

Set Up + Load In

After coming up with a layout, it is important to come out with a plan to organize the space itself. In general, it takes Thursday and Friday morning to set up and organize the space.

Thursday

Set Up 10:00am – 6:00pm

Friday

Set Up 7:30am – 12:30pm

Showtime 1pm – 5pm

Maker Mixer 5pm – 6pm*

Maker Dinner 6pm – 8pm*

*Times are subject to change.

Saturday

Set Up 7:30am – 9:30am

Showtime 10:00am – 7:00pm

Sunday

Set Up 8:00am – 9:30am

Showtime 10:00am – 6:00pm



A check-in map with gate entrance information will be sent to the main exhibit lead in advance. Keep an eye out for upcoming Maker Newsletters. On Thursday through Sunday: You must have a Maker Entry Pass or ticket, which can be used at any gate.

Work Schedule

This past year at Maker Faire, we tried out multiple scheduling methods. For some students, namely Elementary, we scheduled them in wherever there was free space in the hours they requested. For older students who were at the Maker Faire all day, they were assigned one of two schedules that gave them time off to explore and eat lunch. This was one of the most successful changes we've made from past years'.

Schedule A

9:30 - 10 am Set Up
10 am - 12 pm Work
12 - 1 pm Break / Lunch
1 - 3 pm Work
3 - 4 pm Break
4 - 6 pm Work
6 - 7 pm Clean Up

Schedule B

9:30 - 10 am Set Up
10 - 11 am Work
11 am - 12 pm Break /
Lunch
12 - 2 pm Work
2 - 3 pm Break
3 - 5 pm Work
5 - 6 pm Break
6 - 7 pm Clean Up

Ideally you will have a finalized schedule for volunteers, parents, and staff before the day of. However, it is important to *always be flexible*, and to stagger the arrival of volunteers so not everyone arrives at the same time. On the days of the Maker Faire, make sure all volunteers can see the schedule you've created, and know what times they are working / have a break. This creates clear expectations, and makes the day go smoother.



Timeline

3 Months Before Maker Faire

- Register at Maker Faire
- Check with key Stakeholders
- Send invitations/publicize about event to outside groups
- Schedule weekly meetings
- Introduce event to students; begin brainstorming ideas for activities and materials

2 Months Before Event

- Begin publicizing event to Lighthouse community
- Begin recruiting volunteers for week of
- Begin registering teachers and classes to attend the faire
- Make sure to have substitute for class (only for teachers volunteering at event)
- Draft first prototype of booth map
- Send prototype of booth map to participants for feedback

1 Month Before Event

- Scheduling volunteers to attend
- Schedule activities for booth
- Order materials for different zones
- Continue publicizing event
- Finalize map of event
- Order logistical materials
- Hand out permission forms
- Send out communications to students and volunteers (may be on permission form)
- Email to volunteers with description of zone and responsibilities
- Email to volunteers with schedules
- Order food and drinks

Week of Event

Monday-Wednesday

- Pack everything!
 - Have people double-check materials for activities

Thursday

- Setup space for Maker Faire (allow 7 hours)
 - Move furniture out of HS Atrium
 - Set up tables
 - Set up electrical cords
 - Arrange Materials for different

Friday

- Head out to San Mateo
- Pick up lunches
- Serve lunch to afternoon shift students
- Serve lunch to morning shift students
- Begin pickup
- Monitor students

Saturday & Sunday

- Arrive at booth
- Pick up sandwiches
- Run booth
- Begin pickup of booth

