



Lighthouse Community Public Schools

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MINI MAKER FAIRE

A Guide from the Creativity Lab

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About This Guide

Purpose

This guide is to help schools and other organizations prepare for and bring their creativity to Mini Maker Faires.

In this guide, we will share guidelines on how to prepare for a Mini 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 assemble your team, here are some things to consider:

- 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 you have **students involved in 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?

Within the team, make sure there are members who can assume the following responsibilities:

- Recruiting people**, at your site and from the outside, to attend your Maker Faire
- Preparing students** from your school
- Planning and setting up** the space before the event
- Arranging for food and drinks** available to participants

We established a schedule of meeting every week for an hour check-in, where members could update the team on the progress of individual tasks and collaborate and make collective decisions. Please note that not everyone will be able to attend meetings. Make sure you have a plan to check in with team members who cannot attend.

Setting Goals

During your first meeting, it is beneficial to discuss why we attend the Mini Maker Faire. The results of this discussion are good to keep in mind / remind team members of when the planning and organizing gets stressful. We like to keep the following questions in mind:

- What do you want your students to get out of the event?**
- What do you want guests to your booth to see or experience?**

A school can have a booth in order to:

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

Planning a Mini Maker Faire - Logistics

Applying to the Mini Maker Faire

The East Bay Mini Maker Faire typically occurs the third Sunday in October - it is best to keep this date in mind when scheduling activities at the beginning of the school year.

In order to attend the Mini Maker Faire, you have to register at the [EBMMF 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.

Key aspects to think about before you complete the application:

- Space Requirements
- Tables (2 ½ ft x 8 ft)
- Location: Inside or Outside
- Power
- Internet Access
- Waste

[Here](#) is an application template.

Permission Slips

Students must fill out a permission form to attend. Permission forms should include the following:

- Purpose of the event
- Date, time, and location of the event
- Time requirement of students
 - Elementary school students - 2 hours
 - Middle and High School students - 3 hours
 - Students should help with pickup or setup
- Transportation notes:** All students are responsible for transportation to and from the event. For students who are carpooling with other students, the adult driver must turn in copy of driver's license and copy of insurance card.
- Any special requests of students (e.g. elementary students must be accompanied by a parent; students must arrange transportation to the event)
- Spot for parent/guardian signature and emergency contact information
- Parking Information:** most likely limited / paid parking

Choosing Projects & Activities to Display

Once you have the go-ahead to attend the Mini Maker Faire, you need to decide what projects and activities to bring. Try to keep the following in mind:

Projects

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

Activities

- What types of activities are teachers and students interested in facilitating?
- 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?
- What materials will students need to facilitate this activity or complete this project? Who will order and pay for the materials?
- What activities might fit into the curriculum? What changes need to be made?



Planning a Mini Maker Faire - People

Stakeholders

Before you even apply, it is important to communication with key stakeholders and decision makers who would be directly affected by students attending.

NOTE It is especially important to **communicate effectively with parents** when advertising the event and after students have volunteered. Being clear about what the event is, what the students will be doing, and when and where they need to be dropped off / picked up is extremely important. Create a [Master List](#) with phone numbers, schedules etc... for each student.

When communicating with these stakeholders the details of the Mini Maker Faire, intentionally mention the following items:

- The purpose of the event
- Details of the event (who, what, when, where)
- The opportunity to volunteer / chaperone
 - Volunteers supervise students and engage visitors to our booth

Preparing & Scheduling Students

To prepare participants for the East Bay Mini Maker Faire and to give students a chance to lead and exercise responsibility, teachers should work to provide as much agency to kids as they prepare for the Mini Maker Faire.

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 pickup.
- 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.

It is helpful to keep track of all students (and their information), along with their schedule and ticket number in a [tracking document](#).

Adult Volunteers

Adult volunteers can be recruited with a school wide email in September, about a month before the event. Volunteers are suggested to work for a total of 4 hours in order to get a ticket.

While recruiting adult volunteers, it is important to keep the following in mind:

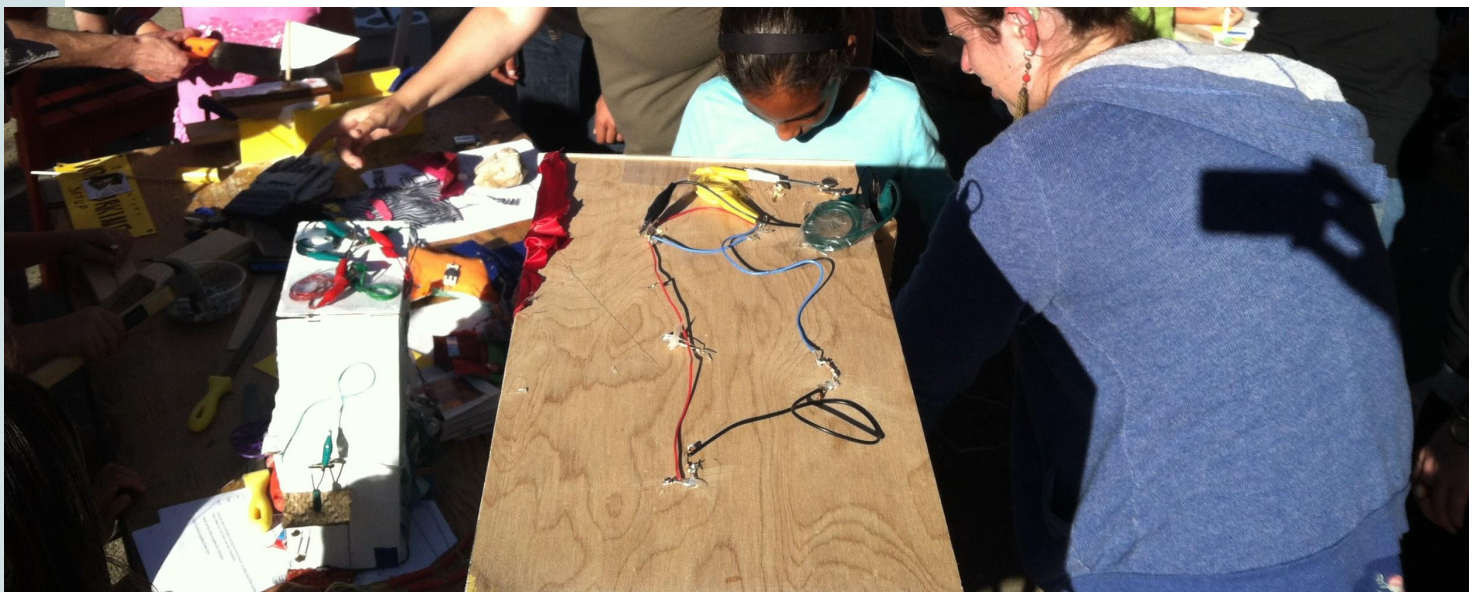
- Who among your community might be interested in volunteering at your booth?
- How will you communicate with volunteers during the lead up to the event?
- What details do your volunteers need to be effective?

Shortly before the Faire send several other emails regarding the following topics:

- The schedule for the Mini Maker Faire
- Parking details - mostly street, and it fills up fast
- Description of what activities were happening in each zone as well as a list of expectations and tips for volunteers

Schedule adult volunteers using the following principles.

- Adults, like student volunteers, should volunteer for no more than 4 hours, ideally in 2 hour chunks,
- Teacher/staff volunteers should be working with the age group of students that they usually work with
- Parent volunteers should be working alongside children
- Schedule simultaneous breaks of adult volunteers with their spouses and children



Planning a Mini Maker Faire - Materials & Space

Planning Your Space

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

- ❑ **Activities at the Faire:** It 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, try to be mindful of the above space concerns.

In addition to these factors, space usage depends on and affects what activities and projects are decided upon by teachers and students. When organizing your space, group activities into different zones. Try to space tables out enough so that attendees could easily move through the space and participate in interactive activities.

Materials & Equipment

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

- ❑ Activity materials
- ❑ Power strips + extension cords
- ❑ Gaffers Tape
- ❑ Duct tape
- ❑ Tool Kit
- ❑ Promotional materials
- ❑ 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 dustbins
- ❑ 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.

Running the Booth

Timing & Setup

The East Bay Mini Maker Faire usually takes place the third Sunday in the month of October. The EBMMF will normally send out reminder emails about set up times., usually a day before (Saturday afternoon), and the morning of the event. In 2017 the site was open to set-up:

- ❑ **3pm - 5pm** DAY BEFORE THE EVENT
- ❑ **7:30am - 10am** DAY OF THE EVENT

Setup includes:

- ❑ Arranging tables, covering them with cardboard (optional)
- ❑ Unloading and organizing materials

Be ready to coordinate staff the day before EBMMF and make sure everyone is aware beforehand of logistics. A hard-copy of the schedule and everyone's phone number is usually a good idea. Depending on materials, set-up can usually be handled the day before, with minor things to be arranged the morning of with the student volunteers.

Work Schedule

You can split that time into two blocks **for volunteers** (3 hours working, 1 hour off):

- ❑ **Morning** from 9am to 1pm
- ❑ **Afternoon** from 1pm to 5:30 pm

Ideally, you will have a general 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 9am or at 1 pm. On the day of the East Bay Mini 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.

Tickets

Before the East Bay Mini Maker Faire, you should receive tickets in PDF form. When giving out tickets, number them so that you can track which volunteers have which tickets, noted in this [document](#). **As you distribute tickets, always keep copies: people WILL forget their ticket, so it is important to have extras.** If you don't want to print them out, staff at EBMMF accept mobile versions.

In the case that you have extra tickets available before the Faire starts, consider reaching out to staff at your school or organization, or to families who have a child volunteering and also plan on attending.

Timeline

2 Months Before Event

- Register at Mini Maker Faire Website. Follow [sample application](#)
 - Check with key stakeholders
- Schedule weekly meetings with team
- Introduce event to students; begin brainstorming ideas for activities
- List activity materials that are needed
- Start compiling documents
- Brainstorm a display idea (optional)
- Begin publicizing event to school community
- Begin recruiting volunteers
 - Send out [information sheets](#) to parents and staff
 - Give hard copies of information and [permission slips](#) to students

1 Month Before Event

- Schedule volunteers to attend
- Schedule activities for booth
- Order materials
- Continue publicizing event to the community
- Order logistical materials
- Continue handing out permission slips
- Send out communications to students and volunteers
 - Purpose of the event
 - Date of the event
 - Location
 - Special arrangements (transportation, parent chaperones for elementary school students only)
 - Parking
- Decide on lunch and drinks.
- Meet regularly with staff to discuss any updates

Week of Event

Monday - Friday

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

Saturday

- Head out to Park Day
- Set up (3pm - 5pm)

Sunday

- Set up (8 - 10am)
 - Create a work-sheet and sign-in sheet for volunteers
 - Have volunteers sign in and check with parents when they are leaving
- Arrange for lunch (11am)
- Take down and pack up (5pm - 5:30pm)