



Pre-K and K School Choice Fair 2018

Booth and Event Support (similar to previous years)

- Booths will be 8' wide x 6' deep with drapes
- 6' table and two chairs
- Interpreters
- Coffee bar (free for staff during morning set-up on Saturday, Jan. 20)
- Children's activities

What to bring:

- Demonstration/display materials
- Tablecloth
- Pop-up banner
- School marketing items (pencils, pens, magnets, bookmarks, etc)

Please note: Balloons are not allowed in the great hall.

If you have any questions, please contact Kathy Weyandt in the Office of Communications, Marketing & Development at (651) 767-8373 or kathy.weyandt@spps.org.

Recommendations

- Ask yourself: **“What would I like people to know about our school? What makes our school special? What are we most proud of?”** Plan accordingly to incorporate things that represent those features – artwork, projects, videos, photos, charts, etc.
- **Provide children with activities** that can keep them engaged while staff talk with parents.
- Be prepared to **have staff at your booth** for the entire fair – including time to prepare and clean up. Your pre-kindergarten and kindergarten teachers are especially helpful, as many visitors bring their young children.
- Consider **supplementing staff with school ambassadors (active parents, family liaisons, students, pre-k and kindergarten teachers)** who are willing to talk enthusiastically about their experiences at your school.
- **Bring some school marketing items** (tablecloth, pencils, pens, magnets, bookmarks, etc.)
- Do you have a **school t-shirt?** Have all booth personnel wear them.
- If your school has a special program about which you’re especially proud, **bring something from that program to show** – photos, a video, posters, signs. Remember that the fair is quite loud, so don’t count on visitors being able to hear audio.





- Do you have a colorful **school banner**? Display it. All schools you already have a pop-up banner.
- Does your school have a **mascot**? Some kids will love it.
- **Fair visitors love giveaways** – whether educational or sweet.
- Bring information about **special programming in your school** – and have it available in several languages, if possible.
- Wear **comfortable shoes and bring your cell phone** for easy communication.
- Share information on **before- and after-school programs** that can enrich the experience at your school.
- Share special education services that your school offers.
- Don't forget to have flyers available with information on **your school's upcoming open house**. Templates are available at spps.org/toolkit.
- **Bring snacks** if you'll be there for a long time.

