

Educational Content Submission Guidelines Common Ground Country Fair

Goals: Our high quality, community and staff produced, educational offerings are one of the most celebrated aspects of the Fair. Our goal this year is to offer high quality, accessible educational opportunities and online content for our community that supports [the mission, vision, and values of MOFGA](#).

We need you! The knowledge, care, and dedication of our community members is what makes the Common Ground Country Fair's educational offerings a unique, engaging and affirming experience. We hope you will contribute educational content this summer as we work to grow, better ourselves and contribute to our communities during the pandemic and into the future for when we can gather again safely.

Types of Educational Content Needed

1. Content library variations: we envision a library of pre-recorded educational content that fairgoers can access throughout the Fair weekend and beyond. Content will be available before, during and after the Fair to the public. Options include:
 - a. Pre-recorded video content with audio and video
 - b. Pre-recorded slide presentation
 - c. Compilation or album of digital photos
2. Live video content variations: we envision a livestream of quality educational and engaging content streaming throughout the Fair weekend. Content will be available during the Fair and then in the Content Library after the Fair to the public. Options include:
 - a. Live audio over pre-recorded video, with live Q&A session
 - b. Live simultaneous audio and video, with question and answer session (Q&A) from Portland studio
 - c. Live audio with simultaneous online slide presentation, with live Q&A session
3. Community activities such as contests, art projects, and photo albums: we envision the MOFGA community coming together to share photographs, writings, art, or other such materials as a way to share in iconic Fair activities
 - a. Available before, during and after the Fair to the public.

Content Guidelines

Content supports the mission, vision, and values of MOFGA and follows the Fair General Guidelines and the MOFGA websites' Terms of Use.

1. Content and language is family friendly, inclusive, and promotes safe learning experiences.
2. Creators must have ownership of all of the content they are submitting.
3. Creators must be 18 years of age or older, or have the confirmed support of a guardian.
4. Content may not include illegal activities or violate any federal or state law or commonly accepted industry standards.

5. Content may not include cultural appropriation of any kind without the express permission from the originating culture. If permission is granted, the content creator must clearly acknowledge the originating culture in the content.
6. To avoid potential violations of state or federal law, we currently are not accepting any educational content that involves or is related to the use or promotion of CBD, wine, beer, alcohol or marijuana. We will provide updates if this changes.

Formatting Guidelines

1. Start the content by introducing yourself.
2. Next, state the workshop/presentation goals and takeaways for community members.
3. Pre-recorded content may be anywhere from 2 to 30 minutes in length.
4. Live content will be either 20 minutes (including Q&A) or 50 minutes (including Q&A).
5. Live content will be broadcasted primarily between 9:00 A.M. through 6:00 P.M. with some evening opportunities.
6. Aim for clear picture and audio.

Process Guidelines

1. All live content submissions start with a draft outline of the workshop or demonstration submitted to the Fair Education Team through the online [2020 CGCF Live Presentation Application](#) submission form.
2. All pre-recorded submissions, may be submitted via the online [2020 CGCF Content Library Submission Form](#) or by email to alibby@mofga.org . All emailed submissions must be accompanied by a signed form [available for download here](#).
3. All approved pre-recorded submission creators will receive a Fair Volunteer t-shirt.
4. All approved live content creators may volunteer and receive a Fair Volunteer shirt or indicate that they would like a modest stipend to help with the creation of the content.
5. All content will be reviewed by Fair Team coordinators and/or MOFGA Staff.
6. Approved live content submissions, will be notified and a practice run and presentation time will be scheduled.
7. Approved pre-recorded submissions will be formatted, MOFGA/Fair introductions and closings added, and then uploaded to the Common Ground Content Library for community access and enrichment.
8. All content creators will retain the copyright for their material. Creators give MOFGA and it's agents rights to the use of the material.
9. By submitting written, visual, audio or video media to the MOFGA Online Common Ground Country Fair the creator grants permission to MOFGA and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images, for the purpose of publication, promotion, education, illustration, advertising, or trade, in any manner or in any medium. By making such submission, the creator hereby releases MOFGA and its legal representatives for all claims and liability relating to said images or video. Any content may be utilized for the purpose of advertising and publicity without restriction and without compensation. Submitter attests that they are the owner of all material submitted.

10. We always try to work with our content creators to meet their requests. If a creator would like their content to be removed, please contact the Fair Office. The aim is to have this content be available for at least a year.
11. MOFGA staff reserves the right to not accept any submissions that do not support the mission, vision, and values of the organization or do not meet quality standards. MOFGA reserves the right to accept or deny any submissions based on their sole discretion. All decisions are final.

Timeline

- Live Content
 - August 7, 2020 - Deadline - All livestream content submission interest forms are submitted Fair Education Team
 - August 25, 2020 - Live content schedule for the Fair publicized to the community.
- Pre-recorded video Content
 - August 17, 2020 - Deadline - Pre-recorded content submitted to Fair Education Team for review and inclusion in the content library.
- Slideshows, Contests
 - August 10, 2020 - Deadline - for submitting intent to have a slideshow, photo albums, contest, and/or judging for the Fair to the Fair Education Team.
 - September 15, 2020 - Deadline - for most community activities or other contest submissions to the Fair Education Team

Questions about the Content Library, please contact Anna Libby alibby@mofga.org or 568-6043.

Questions about Live Content, please contact April Boucher aprilb@mofga.org or 568-6040.

Revised: July 24, 2020