**Summer Showcase**

**Date:** August 16

**Set up:** 7 AM - 12:30 PM

**Event time:** 1 PM - 5 PM

**Tear down:** 5 PM - 11 PM

**Location:**

**Proposed attendance:** 500 students (1000 attendees total)

**Planning Team:**

Mofo MP planning team - Amira (amira@mozillafoundation.org)

**Time breakdown**

1-4: Showcase = Gallery + Maker Party (Gallery is what we were calling the "showcase" of student work, but avoids confusion with the overall CSOL "Showcase")

2-2:30, 4-5pm: Speakers (MSI, MacArthur, City)

4-5: Auditorium Performances/Presentations/Talent show

**Breakdown of tasks**

**Approvers** - people with ultimate decision-making authority

**Points** - people responsible for implementation and execution

**Advisors** - people giving guidance to the planning

**Approvers of Cobranding and Speakers/VIPs**

Bus coordination to and from event (logistics - will buses come and go throughout event?)

Signage at event (sponsorship flyers, informational signs, table top signs, on-stage signs, banners and windmasters)

* Can make:
* Directional signage
* Registration
* Signs designating spaces (Learner Gallery, Maker Party, Redeem Rewards)
* Schedule of the day printed on passport and/or posters
* Foam boards (2'x3' or 4'x5') at East lot entrance, West Pavilion north entrance and main entrance of the museum

Photo/Video on site

* City photographers/videographers will attend part-time.

Assist marketing event to community

**Point for Implementation of Showcase - Gallery, Maker Party, Performance, and Raffles/Swag Distribution**

Schedule of events for day

**Registration logistics**

**Volunteer logisitics**

* email to group on number of volunteers

Prepare layout for way day will look like

Assist marketing of event to community

**Powerpoint of sponsors to be on USB plus any looping videos or slideshows**

* We should have a dedicated computer for this rather than a USB.
* Who's prepping the files to be displayed?

**Approvers of Showcase budget**

**Confirm budget and expenses**

Recruit talent to give video promos/cameos

**Advisor for event planning and logistics**

Advise on budget and expenses

Advise on equipment/AV preparation

**Get legal opinion for media/press releases from kids**

* Can we include messaging on event rsvp page? Or do we need signed forms?

**Approver of Comms/PR plan; Point for Incentives Plan**

Communication Deliverables and Media outreach for event

Marketing recommendations

Lead marketing of event to community

**Prizes for talent show competition**

**Coordinate Press/Media presence at event**

Create marketing material to send (flyer)

**Capture emails at the door - manage signup with ipad to gather information**

**Approver for Maker Party; Point for Recruiting Maker Party participants**

**Work  to send finalized budget to MacArthur**

**Recruit partners attending Maker Party**

Assist marketing event to community

**Assist with purchasing incentives**

Planning and setup of overflow seating or simulcast plan during performance

**Point for Space**

**setting up  maker space**

Snacks

Security

Facility setup and teardown

Additional AV equipment for hallway or showcase area (will all AV be obtained internally?)

Provide cost estimates for simulcast in outside area

**OTHER**

Pre-event messaging

* Directions to entrance, parking etc.

Registration

* Sign press/media releases?
* Obtain passports

SWAG

* swag to attendees?
* swag on mentors volunteers?

Budget Items

Cobranding Suggestion

Title: Chicago Summer of Learning Showcase

* Project Gallery
* Maker Party
* Youth Performances

Presented By...

* The City of Chicago
* MacArthur Foundation
* Mozilla Foundation

In Partnership With...

* The Museum of Science and Industry

With Support From...

* Hive Learning Network
* Digital Youth Network
* DePaul University
* MKCPR
* Chicago Community Trust
* The One Chicago Fund

**Partners attending and showcasing:**

Org Name: After School Matters

Exhibit Description

* Resources needed:

\*\*\*\*Examples\*\*\*\*\*

Mikva Challenge

Exhibit: Poster boards displaying civic engagement projects; Videos of students conducting   interviews

* Resources needed: Monitors

Wishcraft Workshop

Exhibit: Clothes and jewelery

* Resources needed - Pegboard

Chicago Architecture Foundation

Exhibit: Models of architecure projects (both 3-D and flat); Digital models if possible

* Resources needed - Monitors;   Wi-Fi; Outlet access

**Things to be determined:**

- View the space to better understand constraints and opportunities

- Discuss coordination of planning and implementation (i.e. managing cooks in the kitchen)

- Create a roadmap for the day

- Capture any logistical concerns flagged by site

- If time, discuss communications, recruitment, and incentives

- How many tables, computers, extension cords, power access, wifi, signage, etc. orgs in showcase need

* Number of partners

-signage for space

-we'll need some kind of registration/check-in process to be set up on your end for tracking invitations/RSVPs for admission.

**Event components:**

- Showcase: 10-15 organizations will be invited to bring 5 students each to present items they have made during the summer. Ideally, the organizations would be representative of the variety of types of badges: digital, visual, textiles, etc.

- Pop up/Maker space: 5-10 organizations will be invited to bring an activity students can work on at the site and earn badges.

- Performance space: 5-10 organizations will be invited to perform on the stage in the auditorium which seats 700 people.

- Reward redeemer center: students who earn specific badges or meet some other criteria TBD will redeem special prizes.

Budget Considerations:

- Buses to transport participants from various organizations/locations

- Signage at the showcase:

- Marketing costs (if any) associated to promoting this event which is now less than 1 month away

- Staffing/volunteer costs: salaries of staff (if any), volunteer travel or refreshment costs (if any)

- Photographer/videographer:

Signage

·         Directional/informational in the event space and in the building – 30”h x 24”w or slightly smaller is sufficient, foamcore

o   Directing people to event space

o   Outside auditorium with time schedule of events

o   Identifying each activity area

o   Check-in/Registration tables

o   Restroom directional

o   Others?

·         Windmasters or other large/tall (4ft or more) sturdy signs outside if we plan to have people enter west pavilion directly

·         Banners – depends on where you’d want to hang –

·         Onstage signage (not sure what you’d want there)

·         Tabletop signs for each table? 8.5”x11 sheets inside plexi stands, etc.