

2/25/2018

Hello volunteers!

Thank you for helping make the inaugural Hardy International Festival a reality!
Here is a list of information for you as you prepare your tables and food:

Set up on **FRIDAY Night 2/2/18 at 6PM** is an **adult only event**. Bobby (the janitor) has asked for no kids to be running around that night since we don't have a permit for Friday night, just Sat.

Things happening Friday night **6PM-7PM**:

- Tables to be arranged in gym [each country is responsible for their table display, if you are borrowing a table, please check in with Doris*]
- Power cords and strips to be laid out and secured
- Tables in cafeteria to be arranged [tablecloths, decorations]*
- AV equipment to be arranged and tested
- Welcome table set up [passports, bags, agenda]
- Fashion Show runway to be set up
- Fashion show changing area to be set up
- Fashion show cards to be finalized, run through
- Photo booth set up (near elevator/office in hallway)

Set up on **SATURDAY 2/3/18 is at 1 PM**. Doors to the public open at 2 PM.

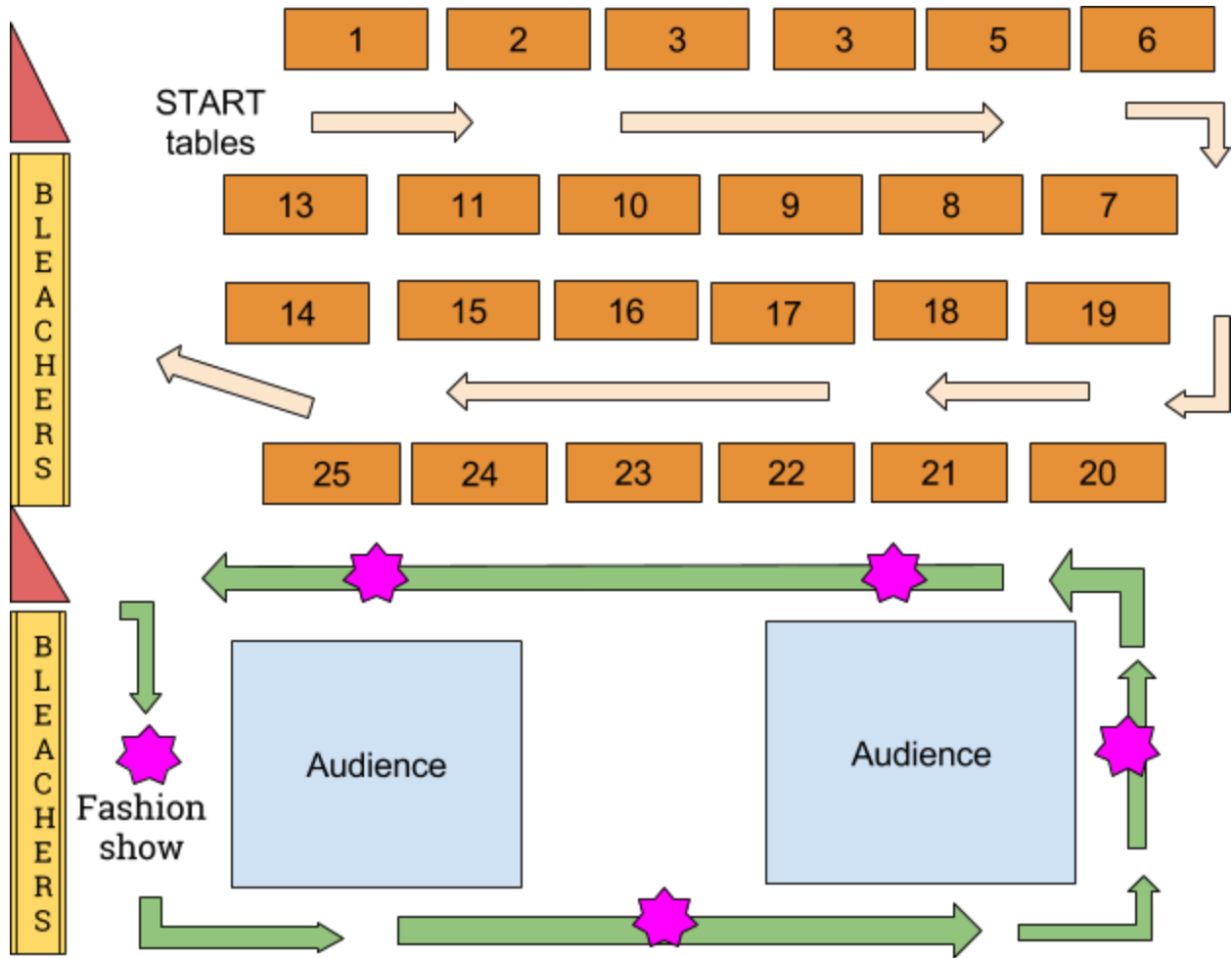
- Last minute set up of country tables
- Donated FOOD to arrive between 1 PM- 2PM. * All food should be labeled with country, ingredient list (especially NUTS) and any other info about food.
- Water table set up
- Coffee to start brewing at 1:15 PM
- Volunteer check in
- Sound check
- 5 PM event ends and clean up begins

* [Doris](#) will be sending COUNTRY TABLE info separately






* [Hetal](#) and [Solange](#) will be sending out more FASHION SHOW info

Attached is the layout of the gym and the cafeteria and agenda. There may be last minute changes once we get everyone up on Friday. Key is flexibility!

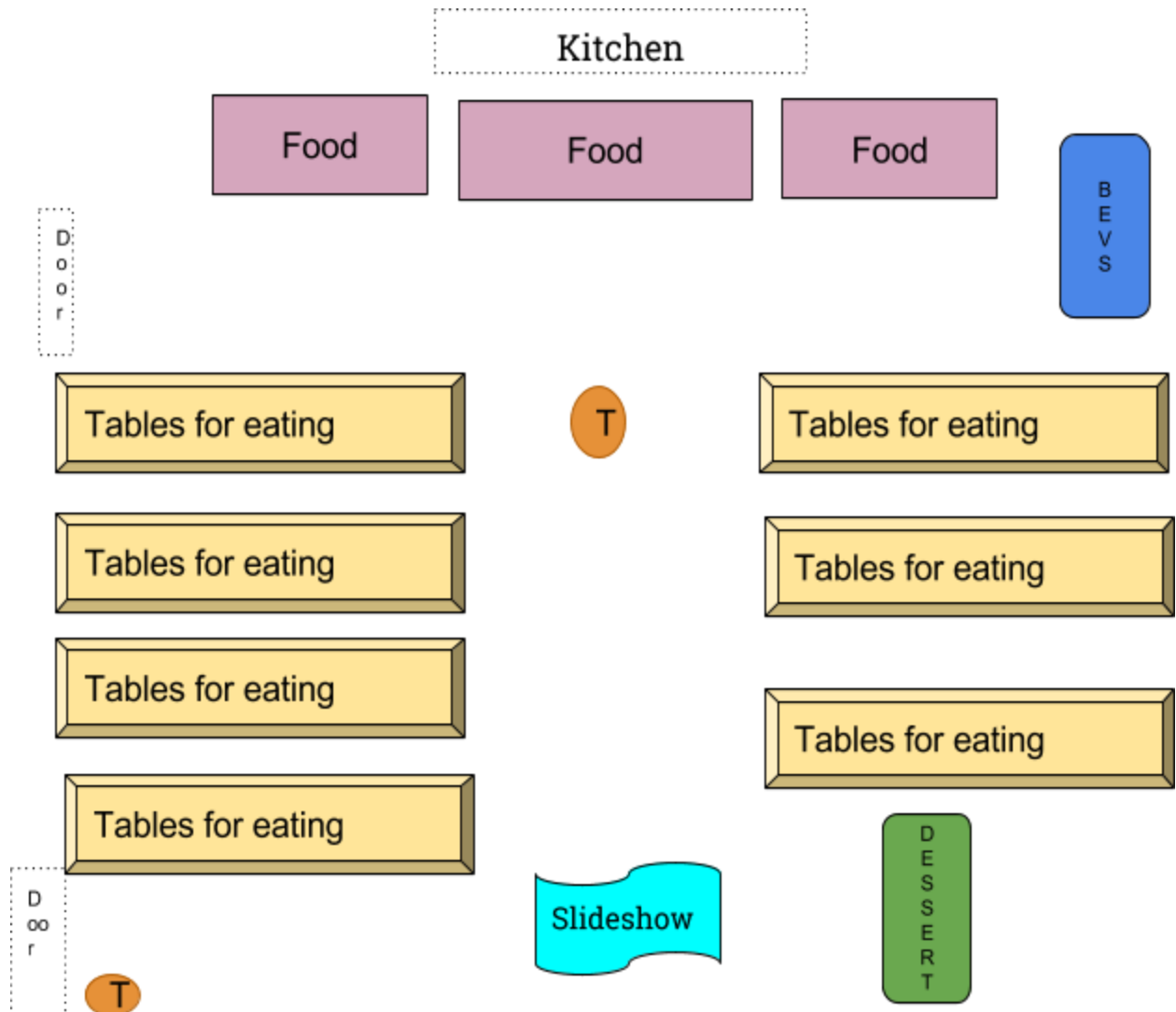
HARDY GYM LAYOUT IDEA:



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TABLES	
SEATING (Floor)	
FASHION SHOW RUNWAY	
MODEL STOP	
DOORWAY/EXIT	

INTERNATIONAL CAFE LAYOUT



HARDY INTERNATIONAL FESTIVAL

AGENDA

February 3, 2018
2-5PM

TIME	LOCATION	EVENT	TEAM LEAD
2-5PM	GYM	COUNTRY TABLES	DORIS
2-5PM	CAFETERIA	INTERNATIONAL CAFE	AIMEE
2-5PM	ALL	Passport	ANN/ SARAH
2-5PM	CAFETERIA	International Slideshow	Stewart
2 - 5PM	FRONT HALLWAY	WORLD TRAVELER PHOTO BOOTH	AIMEE
		PERFORMERS	
2:15PM	GYM	Brazilian Song/ Guitar	Bruno Lobato Benvenuti
2:30PM	GYM	FASHION SHOW	HETAL/SOLANGE
3- 3:20 PM	GYM	Zhen Ren Chuan Martial Arts Performance	Charles DiVirgiolio
4PM	GYM	Sinha' Capoeira Boston	Danielle
4:30PM	GYM	Fiddle Group	Charlotte Bell
5 PM - 6PM	Festival Ends	CLEAN UP	ALL

SPACE LAYOUT

ENTRANCE/ LOBBY:

Welcome table: Hand out Passports

Photo booth

Agenda

GYM:

Tables of countries/ organized by continent

Fashion Show Runway (mark with gaffer tape, stop & turn points)

Performers

Audience to sit on the floor (mark area, sweep when needed)

CAFETERIA/KITCHEN:

International Cafe: Buffet of food samples from around the world

Hot table food line

Coffee/ Tea table

Drinks (Water)

Dessert Table

Slide show

HALL WAY

Community Information tables (Teosinte & Zhen Ren Chuan)

Fashion Show staging/changing area (stairway hall with hooks)

BATHROOMS AVAILABLE:

HASP entrance area

Next to cafeteria

EXITS:

Throughout gym



Thank you for volunteering to help at the International Festival! Your participation is key to making this event a success.

NOTES FOR WELCOME TABLE:

- GREET HARDY STUDENTS AND FAMILIES
- HAND OUT "PASSPORTS" TO CHILDREN ONLY.
- THEY CAN GET THEIR PASSPORT STAMPED BY EACH COUNTRY IN THE GYM.
- THE AGENDA IS THE PASSPORT, THERE WILL BE PERFORMERS STARTING AT 2:15 AND FASHION SHOW AT 2:30
- THE CAFETERIA IS OPEN FOR THE INTERNATIONAL CAFE; A SAMPLING OF FOOD FROM AROUND THE WORLD.
- PHOTO BOOTH [FOR SELFIES] IS LOCATED NEAR THE ELEVATOR
- COATS CAN HANG ON HOOKS NEAR THE CAFETERIA

NOTES FOR INTERNATIONAL CAFE SERVERS:

- HELP ARRANGE THE FOOD AT THE TABLES
- DESSERT WILL BE A SEPARATE TABLE NEAR THE STAGE
- WATER, TEA AND COFFEE WILL IN SELF SERVE AT ANOTHER TABLE
- PLEASE HELP SERVE SOME OF THE SAMPLES TO CHILDREN.
- USE GLOVES, NAPKINS OR UTENSILS WHEN SERVING
- ENCOURAGE/ REMIND EVERYONE TO USE HAND SANITIZER OR WASH HANDS BEFORE COMING TO EAT.
- THERE IS NO CHARGE FOR FOOD. THERE WILL BE A PTO DONATION BOX IF SOMEONE WANTS TO DONATE.
- ALL FOOD SHOULD HAVE AN INGREDIENT LIST



HARDY INTERNATIONAL FESTIVAL

ALL ARE WELCOME!

SATURDAY, FEB. 3, 2018

HARDY SCHOOL 2PM - 5PM

FASHION SHOW | FOOD | PERFORMERS | CELEBRATION

WWW.HARDYSCHOOL.COM