



# HERITAGE DAY

Williams Elementary

## General Guidelines

### Event Location/Type

Williams Elementary School Campus, Outdoor /Open Air

### Setup

- Stage - Open Air, 12ft x 16ft
- Sound - Microphones/Sound setup for stage
- Board - With Performance Schedule Printout
- Chairs - Audience Seating
- Booths - Open Tables with 1 Chair each
- Tables - For Sales – ticket/meal tray/drink/passport/ice cream

### Stage Performances

- Each team (region/country/culture) performance 2-5 minutes, Williams Students ONLY
- Sequence – 1<sup>st</sup> half alphabetical order, 2<sup>nd</sup> half reverse alphabetical order
- Music – Teams Leads to send music 1 week prior to Heritage Day to **Performance Coordinator** (music as *.mp3* or *.wav* files ) on CD or via email **ONLY, no phones/ipad/YouTube plugin**)

### Booths

- Setup/Decorations – Booth team free to use their own creativity, fundraise, incorporate theme as necessary
- Food – Bite sized store/restaurant bought with allergy info available  
Visitors to booth with purchased meal trays eligible for sample
- Passport – Stamps for visitors with passports
- Other Fun Addons- Use your creativity. Examples: Fun questionnaire for visitors about your booth/country/culture, Henna, Info boards or Printouts with interesting fun facts, display items...etc
- Reimbursements- Upto \$75 for the booths with more than 10 families in the school  
Upto \$100 for booths with 5-10 families in the school  
Upto \$125 for booths with less than 5 families in the school
- Teen Volunteers – Students with prior permission, Available upon request.  
Coordinate with **Heritage Day Chair** or **Teen Volunteer Coordinator** ONLY.

