

# How to plan in International Festival

By Junior Girl Scout Troop 53506, Oak Shore Hills Mounds view service unit, Girl Scout River Valleys Council

To plan an International Festival, you need to know what an International Festival even is. An International Festival is an event that celebrates Girl Scout Thinking Day. In our service unit, we celebrate by having troops perform dances, and set up booths with food and crafts representing different countries. The troops that attend can choose to perform a dance, host a booth, or both.

Below are step-by-step instructions for planning an International festival followed by a checklist, that we will hope will help you plan a successful festival!

Good Luck!

Troop 53506

Josie, Ani, Claudia, Sydney, Julia, Leah, Riley, and Margaret

## The Beginning:

**Meeting #1** - This meeting should take place at the very beginning of the school year. This way you can get information out to troops as soon as possible, so they can plan to take part in the festival. This part should take all of one meeting, and maybe a little bit of the next meeting; just to confirm everything, and iron out the details.

### **Step 1 - Secure the date, time, and place**

**Date:** Since this is a celebration of World Thinking Day, we like to hold the festival around this time. Usually this means the beginning of March.

**Time:** We held the festival from 10 am - 1 pm. However, we arrived at the school to begin setting up at 8am. That was enough time for us to set up before the troops began to arrive to practice their dances on stage, and set up their booths. You may have to stay later to finish cleaning up after everyone else leaves, too.

**Place:** Our troop likes to hold the festival at Chippewa middle school. The auditorium is big and it is right next to the cafeteria. We use the auditorium for the dances and then we all go into the cafeteria to visit the booths. You could also use a gym or other large area for the dances or booths.

Reserving the place: At our school district we need to reserve the space right away at the beginning of the school year or it will fill up. Make sure you reserve the auditorium and the cafeteria from 8am - 1 or 2pm) and get a sound and light person to run the auditorium for you (appx 8am - 11 am). Here is the contact person for community ed at Mounds View schools. Barb Monterr 651-621-7489.

## **Step 2 - Pick a Theme**

Pick a fun theme that will allow you to introduce all of the dances and the country they are representing and maybe even the countries that are hosting booths. Themes that we have used are "Festival of Nations", similar to the Olympics, and "Around the world in 80 days (minutes)", similar to the movie with that name. We have also seen a basic introduction of the countries, and have pretended to be flight attendants on an airplane. All were fun!

## **Step 3 - Are you interested in doing a service project?**

This is an excellent opportunity to collect materials or money to donate to a good cause. Perhaps an international charity? We collected money one year for "Save the Children" by asking for an optional \$2 per person donation for visitors watching the festival.

## **Step 4 - Create a flyer**

What should be on the flyer?

The Time, Date, Place, and most importantly - express the theme!

Other information should also be included such as what will happen at the festival (dances and booths), the cost per troop, and information about your service project if you are doing one.

We always did a cost per troop of about \$20. This covers the cost of reserving the rooms and the sound/lights person. It may also cover some or all of the cost of the patches.

A sample flyer is attached to these directions.

## **Step 5 - Publicize your event**

You need to let the troops know that you are holding an International Festival, so that they have plenty of time to plan for it. So, get the flyer out early and distribute it as well as you can. Some ways to get your flyer out to the troops would be to post it on the service unit website and Facebook page, to email out to all the leaders and to present it at the leader meeting. You could have your leader bring copies of your flyer to the leader meeting - or better yet - have some of your troop go to a leader meeting and present the information to the leaders and answer their questions. You could even ask the leaders of other troops if you can stop by and tell their troop about the international festival.

As you get troops to sign up keep track of everything on a spreadsheet. A sample spreadsheet is attached to these directions.

### **Step 6 - Create a patch**

If desired, you can create a fun patch to hand out to the girls that participated in the International Festival. We know that you are creative, so get drawing! Maybe you would like to put the theme on the patch, or the year? Whatever you like.

Unfortunately, the place we ordered patches from went out of business. We would suggest ordering patches a month before the event, so that there is plenty of time to receive the patches. If you don't know numbers of girls attending, then approximate with 10-12 patches per troop participating and then round up.

A sample patch is attached to these directions.

## **The Middle:**

**These meetings need to start 2-3 months before the festival.**

### **Meeting #1:**

**Part 1: Create a structure to go with the theme.**

**For example, you could write an entire skit, or have a simple introduction for each dance, or introduce a little information about each country represented whether they do a dance or not.**

**Come up with your own great ideas for transitioning between each of the dances.**

**Part 2: Decide on a dress code for staff identification such as everybody wears a white T-shirt and blue jeans. You want the participants to know who to go to if they have a question.**

## Meeting #2:

**Part 1:** Write out the script for your chosen structure.

Make sure you apply your theme. You can accessorize with extra add-ons. Some of the past ones were a parade of flags, and passports as you visit each country's booth.

**Part 2:** Choose the decorations and props that will be used on the day of the festival.

What props do you need for your script?

How are you going to designate where the troops sit? If you designate an area for each troop, then you know they will be able to sit together and their leaders can keep an eye on them. Plus, if they are doing a dance, you need to know where they are to bring them on stage.

What do you need for your booth?

How are you going to decorate the auditorium/cafe/teraria?

Do you have signs pointing people towards the dances or booths, so they know where to go?

## Meeting #3:

**Part 1:** Give out roles or speaking parts (depending on the structure). Practice the script.

**Part 2:** Create the decorations/props.

For props, discuss whether you can provide the props yourselves, or if you have enough room in the budget to buy things.

Make signs that guests can follow to the dances and the booths.

You will need to make your own booth that people can come to for information. There, you can hand out programs and any other papers you choose to give out. Programs will tell people the troops that are participating, the order of dances, and whatever else you want to add.

A sample program is attached to these directions.

Do you want to hand out a passport or checklist of countries? Some girls want to make sure they make it around to all the booths and they appreciate having a list of all the countries that are represented.

**Remember:** Any copying you need to do, go to Office Max, as they have an incredible discount that they give to Girl Scouts! Just bring your girl scout Office Max discount card found on the GS river valleys website.

**Part 3:** Invite a troop to host the International Festival the next year.

# **The End:**

## **About 1 month before the festival:**

Confirm everything!

1. Confirm information with the troops that are registered. How many girls do they think they will have? Do they need anything special at their booth such as an outlet? In what format are they bringing their dance music?
2. Confirm the place, time, and set up. Make sure your reservation is still there. Do they have a sound and light person coming? Do you need to reserve microphones? If the dances need music, what formats can the music be brought in - CD, mp3, iPods, etc.

## **About 1 week before the festival**

1. Send out an informational email to all the troops. When should they arrive? When is each troop allowed to rehearse their dance on stage? (We give each troop 10 minutes practice time on the stage)
2. Make sure all of your things are ready. Do you need to practice your skit that introduces all the dances? Go over the logistics for the day. When should your troop arrive, and who is in charge of what? Do you have all the materials you need?

## **The day of the festival**

1. Find the person in charge of the school to introduce yourselves and find out what they want you to clean at the end.
2. Set up directional signs.
3. Set up cafeteria tables, and label which country goes where, making sure those who need outlets are near them.
4. Set up the auditorium - props, backstage, seating arrangements.
5. Introduce yourself to the sound and lighting people. Check that the microphones are working.

6. When troops start to arrive, make sure they have their music and know when they are supposed to practice their dance. Keep the dance practices moving, and on time, if possible.

7. Set up at the entrance to the auditorium to greet people and to hand out programs. If you are asking for donations to attend the festival, have this out here, too.

8. Set up your information booth in the cafeteria.

9. ENJOY YOURSELVES: Enjoy the dances - bring up the troops when it is their turn. Have fun with your skit/introductions.

Don't forget to mention the troop that is going to take over the International Festival next year!

10. Enjoy the booths - don't forget to have someone sit at your booth. You can sell or pass out the patches at your booth, and have a checklist of countries available for the participants.

11. Clean up - Clean up all areas that you used.

Take down all of your props and decorations.

Look around the auditorium for any trash, or lost and found. Don't forget to check backstage.

Wipe down and refold all cafeteria tables.

Sweep the floor.

Check with the custodian before you leave to make sure everything is taken care of.

**Congratulations! You just put on a successful International Festival.**

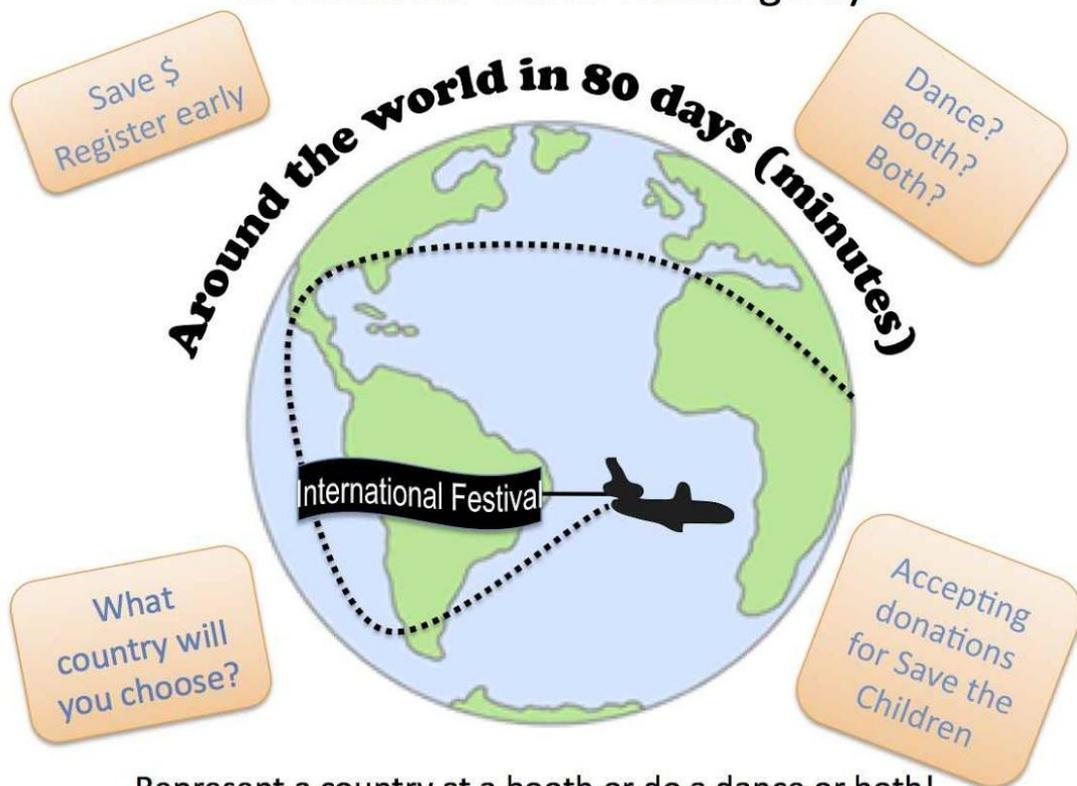
## CHECKLIST

1. Secure the date, time, and place
2. Pick a Theme like around the world
3. Are you interested in doing a service project?
4. Publicize your event
5. Create a patch and have them ready to pass out.
6. Create a structure to go with the theme.
7. Choose the decorations and props that will be used on the day of the festival.
8. Give out roles or speaking parts (depending on the structure). Practice the script.
9. Get a troop to host the International Festival next year
10. Confirm everything!
11. Send out an informational email to all the troops
12. Make sure you are all ready.
13. Be sure to allow enough time for clean up.

*Have a great Festival!*

You are invited to the  
**2014 INTERNATIONAL FESTIVAL:  
Around the world in 80 days (minutes)!**

Join us on March 8, 2014, 10 am – 1 pm  
at Chippewa Middle School  
to celebrate World Thinking Day



Represent a country at a booth or do a dance or both!  
Email [jumo325@gmail.com](mailto:jumo325@gmail.com) to sign up  
\$20 fee/troop before January 10, 2014, \$30 after Jan 10

Hosted by Junior Troop 53506



## Around the World in 80 Days (Minutes)!

Presented by Junior Troop 53506

Flag Ceremony	Troop 53506
The Bet	Troop 53506
Norway	Booth hosted by Troop 53562
Sweden	Booth hosted by Troop 54195
Russia	Booth hosted by Troop 55410
Ireland	Dance and Booth by Troop 16762
France	Dance and Booth by Troop 54370
Italy	Booth hosted by Troop 52935
Spain	Booth hosted by Troop 53507
Greece	Dance and Booth by Troop 54013
Egypt	Dance and Booth by Troop 53558
India	Dance and Booth by Troop 53061
China	Booth hosted by Troop 16763
Japan	Dance and Booth by Troop 55257
Taiwan	Dance and Booth by Troop 55411
Australia	Booth hosted by Troop 55408
Argentina	Booth hosted by Troop 55106
Peru	Dance and Booth by Troop 55409
The Bet	Troop 53506
Closing Remarks	Troop 53506

Please join us in the cafeteria following the program where there are souvenirs and refreshments available for purchase.

### Sample sign up spreadsheet

Troop #	GS Level (ie, Daisy)	Contact Name	Contact Email	Contact Phone	Appx # girls	Country	Dance	Booth	Outlet needed	Paid	music format
53506	Junior	Cheryl D, Sarah O			10	Organizers					
53558	Junior				10	Egypt	X	X	No	X	ipod
55409	Brownie				18	Peru	x	x			
54013	Junior				12	Greece	x	x	No	x	ipod?
53061	Cadette				7	India	x	x		x	
55408	Brownie				6	Australia		x		X	
55257	Brownie				10	Japan	x	x	No	x	CD
16763	Daisy				8	China		x		x	
55410	Brownies				10	Russia		x		x	
54195	Junior				7	Sweden		x	outlet, extra space for dance demo	x	
<p>All above were signed up by Jan 10 and pay \$20 fee. Below this line pay \$30.</p>											
55411	Brownie				11	Taiwan	x	x	outlet	x	CD
52935	Cadette				4	Italy		x	No		
53507	Junior				11	Spain		x			

55106	Brownie				10	Argentina		x	No	x	
53562	Cadettes				8	Norway		x	No	x	
50627	Ambassador					Tanzania		x			
54370	Junior				11	France	x	x	outlet		CD and iphone
16762	Daisy				21	Ireland	x	x			