

Calendar of Events 2017-18

**All events occur at Monona Terrace Community and Convention Center
One John Nolen Drive, Madison**

Terrace Town Event Advance Set-up (by Teachers & Parents): Optional
Wednesday, April 11 After school-7pm

Terrace Town Event School Days

Thursday, April 12 9:15-11:15 Wingra, Van Hise, Park, Sauk Trail, Brooklyn, Eastside, Westside, Country View, Glacier Edge

AND

Friday, April 13 9:15-11:15 Crestwood, Glendale, Hawthorne, Kennedy, Lowell, Muir, Randall, Sandburg, New Century

- Installation of Cities
- Time to Look at Other Cities
- Performer Bob Kann
- Ribbon-cutting ceremony at 10:45

In an effort to reduce congestion in the Exhibit Hall, we will design schedules for classes to follow that move you through your activities at different times. You will be assigned to one of Mr. Kann's performance times, and also have a block of approximately 50 minutes to build your box city and see the other schools' work. All classes will be together for the ribbon cutting ceremony at 10:45.

Terrace Town Event Public Day

Saturday, April 14

- 10am-4pm
- Public viewing of Box Cities
- Educational activities designed for families

Terrace Town Event Break-down and Celebration Reception

Saturday, April 14

Break-down 4-8pm

"We did it!" Celebration for Teachers, Mentors and Volunteers 4:30-6pm

Essential Information for Heather

608-261-4015 hsabin@mononaterrace.com

1. What is your city size? **Your choice of size is due March 1.**

Choose one:

- Large (maximum): 16' x 36'
- Medium 16' x 24'
- Small 16' x 12'

In most cases, several classes work collaboratively to build one school city.

2. T-shirt Size Survey Issued by Heather in February. **Due March 1.**

Complimentary **Terrace Town t-shirts** will be distributed to all students, teachers and mentors when you arrive to build your city. You will be asked several weeks in advance to provide sizes. Please instruct your students to wear a single layer top that they can pull a t-shirt over. It will be a white shirt with the Terrace Town logo that's on the cover page of the document.

3. Are you eating lunch at Monona Terrace during your school visit? **Contact Heather by March 1.**

There is limited space available for those who are brown bagging lunch after the festivities conclude at 11:15.

4. Family Flyer Translation Needs **Due March 16.**

We will send a pdf of a **flyer** promoting the Public Event several weeks in advance. Please post at your school and send to parents. If you have language translation requests, please indicate those to Heather.

5. Take photographs throughout the process **Every teacher, please send three photos as email attachments to Heather by April 2.**

We would like to show photos of your class at work at the Terrace Town School Day and Public Day. These photos will be projected on a large screen in the Exhibit Hall. It's a wonderful way to show our visitors that these cities didn't just spring to life without a lot of learning and preparation!

Please name these photos: "School Name- Teacher Name 1", "School Name- Teacher Name 2" etc.

Try to include:

- 1 or 2 posed shots of your entire class.
- Action shots of the kids at work: This could be construction of the city, but it could also be activities leading up to construction.
- Mentors working with the students.
- Include yourself, too!

6. Other Reminders

- You are responsible for arranging **bus transportation** to and from Monona Terrace. Directions and maps will be sent out prior to the event.
- Please get **chaperones** for your school visit. Preferably 1 adult will accompany every 5-6 children in your group.
- In addition to your city space, we provide (1) **2-sided 4x8ft bulletin board** for every school to display items. Monona Terrace will decorate the board in advance with background paper and the name of your school. Contact Heather if (a) you need additional poster boards, and/or (b) you would like tables for display of 3-d items. The tables will be placed at the perimeter of the room. Bring photos, paperwork, and anything that helps visitors get to know your class and understand your city design better. You may wish to bring your own stapler, push pins, tape, etc for assembly as well.
- **Encourage students' families and others to attend the Open House on April 14.** In addition to looking at box cities, families are invited to "Build Your Own Box Building" at our craft station and participate in other fun activities!