



Saturday, April 21

All college students/staff presenters must first check-in at the Presenter Check-in area located in the Student Center Pavilion located between building 3100 and 3400.

CHECK-IN INFORMATION

CHECK-IN—Student Center Pavilion located between building 3100 & 3400

- **Check-in begins at 11:00 AM.** Sign-in at the table with your professor or advisor's last name. You will be given a t-shirt, name tag, and a ticket for your lunch. Lunch starts at 11:15-12:15, you can get one or two slices of pizza, water, fruit and a cookie.
- **ZONE-Booth Location:** You will be assigned to a zone, unless you are part of an indoor lab. There will be different zone assignments, please stay in your designated zone. Booths in your zone are selected by first come first served, unless you specifically asked for electricity. If you asked for electricity, go to the table that specifically labeled WATER and/or ELECTRICITY. The electrical outlet will be near, but you will need an electrical cable extension cord. There are water outlets near the orange cones, in zones 1-4.
- **ZONE LEADS:** each zone will have a Service Learning Staff wearing their Teal Blue Green Shirt or wearing a badge "ASK ME", please go to them if you have questions, concerns or if you see lost children when you are at your booths.
 - **Time sheets:** If you have spent time outside of class to prepare for your project, use the attached time sheet to log your hours. You should log in hours spent on preparing the project, testing, group meeting, and the day of the event. These hours are translated into volunteer or service learning hours. You can submit these or email them to the service learning office after the event.
- **All presenters MUST wear the t-shirt and name badge provided.** This helps the children and families identify MiraCosta STREAM Festival representatives. Please be mindful of appropriate attire (no saggy pants or tiny shorts/skirts). You are representing the college and your professors/advisor.
- A table, table cover, and two chairs will be provided. You may bring a canopy or beach umbrella for sun protection.
- **Plan on seeing 200 kids by your booth,** no they all won't come at the same time; make sure you have enough supplies/copies.
- **Make sure you have tested and prepared your activity before the day of the event; I have seen students present their activities that weren't tested or prepared beforehand.**
- **Pizza lunch for presenters will be served in the dining hall patio across from our registration, from 11:15-12:15, you will need a lunch ticket to get your food.**

PASSPORT, STAMPS, AND GUESTS SERVICES

- The community (children and families) will start arriving a little bit before 1:00, **please be completely set-up and in your booths by 12:45 PM.**
- When the children come through your table, use your stampers to stamp their passport attached to their lanyard. On their way home, they will use their stamped passport to get a small thank you gift on their way out. Any child with a **YELLOW** lanyard does not want to be included in photos or video.

PASSPORT, STAMPS, AND GUESTS SERVICES (continued)

- **If you see kids without the lanyard/passport please refer them to the Registration table, located near the clock tower.** After registering, each child will receive a bag and a lanyard with a passport.
- This is a public event and photos are being taken, **if a family does not wish to have their child's photograph used for MiraCosta marketing purposes they will have a YELLOW lanyard.**
- **SNACK Shack:** the community may purchase snacks and drinks, all proceeds will benefit either the Umoja or Parents on Campus clubs. Both clubs are selling snacks under the clock tower.

CLOSING AND DISPOSAL OF SOLUTIONS/SUPPLIES

- The event is scheduled from 1:00-4:00. Please do not start cleaning up until 4:00. **NO EMPTY BOOTHS PRIOR TO 4:00 PM.**
- You are responsible for cleaning your booth the area around your booth. **Please make sure your area is free of trash.** It is not necessary to fold tables and chairs.
- Projects that use vinegar, baking soda, bleach, ammonia, salt, dry ice, or ice must be on concrete area only (**NOT ON THE GRASS/LAW AREAS**). Upon closing, these items must be dumped in the gravel garden by the 3500 building or in a lab's disposal area – **DO NOT DUMP THESE ITEMS INTO THE GRASS. If you are not sure, please ask a zone leader.**

SUPPLIES

- Any supplies not picked up will be in room 3101. We do have a small budget for reimbursement, we will not be able to process reimbursements the day of the event.

WHAT TO BRING/WEAR

- **Refillable Water Bottle**, please help us take care of the environment, bring our own refillable water, and you can access the filtered water stations inside of the Student Center, located between two restrooms. We are only providing a light pizza lunch, you may want to bring a sack lunch or a few snacks.
- You are encouraged to bring/wear: sunscreen, hat, and sun glasses, or anything you may need to be comfortable outside. **We do not provide tents.**

FIRST AID, LOST & FOUND AND QUESTIONS

- If anyone is looking for a first aid kit, refer them to the Registration Booth. Any lost children can be walked to the registration booth. Lost and found items can be turned into the Registration Booth.
- There will be someone at the registration booth at all times.

Have a wonderful time and see you Saturday!

Call us if you have any questions (760) 795-6616. During the event, you can text me at 760-637-9694