***8TH GRADE MINI-FAIR GUIDELINES - SY 2019-2020***

Mini-fairs are informal presentations hosted at middle schools and academies as a way to introduce current 8th grade students to their high school options. Representatives from each high school set up booths/tables with information designed to provide students with an overview of the choices they will be presented with the following school year.

***Attendance***

All 8th grade students should report to their first period class, so that attendance may be taken and submitted. It is up to the discretion of the campus to invite parents to participate in the fair.

***Duration***

Campuses should plan for a 2 hour fair with 30 mins for setup and breakdown for a 3 hour time block. There is typically an AM and a PM session, and, depending on the 8th grade class size, students may be broken up into two sessions.

***Example: All 8th grade girls will attend the AM session and all 8th grade boys will attend the PM session.***

|  |  |
| --- | --- |
| **Mini-Fair AM Schedule** | **Mini-Fair PM Schedule** |
| Setup at 8:30 AM | Setup at 1 PM |
| Fair from 9-11 AM | Fair from 1:30-3:30 PM |
| Breakdown by 11:30 AM | Breakdown by 4 PM |

***Tables and Chairs***

1 table per representative, if available (16 total). Reps will be bringing informational materials for students and will need a space to place them. Chairs would be helpful, but not necessary. If available, one chair per table will suffice.

***Room Considerations***

* The space should be large enough to accommodate the group of students scheduled for that time with plenty of room to walk around. For optimal flow, tables should be arranged around the perimeter of the space.
* The scheduling might work well with something you already have going on at your campus, so keep that in mind when making arrangements.
* If available, a **microphone with a speaker (to announce rotations), available power outlets, extension cords**

***Rotations & Grouping***

Students should be placed into small groups either alphabetically or by gender depending on the size of the class. To determine small group sizes, take the total number of students in each session and divide by number of representatives.

***Small group size*  = *number of students per session* ÷ *number of representatives***

*Total 8th grade class size = 306 students Total number of representatives = 16*

|  |  |
| --- | --- |
| AM Session = 141 girls | PM Session = 165 boys |
| 141 girls **÷** 16 HS reps = **~ 9 students per small group** | 165 boys **÷** 16 HS reps = **~ 10 students per small group** |

Rotations should be a minimum 7 minutes to ensure that students have time to hit each table. We want to give every student the opportunity to hear from each representative. If there is additional time, students may use that time to inquire more about their interests.