

So, you want to plan a...

Whole-School Exhibition?

We can help.



3 Months Before

Set the Frames



Date and time of the event



Name of the event

- Something catchy that everyone will remember
- Try: Festival del Sol, Night at the Museum, The Halls Are Alive (with the sound of music), Festival of Learning



Create a flyer to send to parents, the local community and share online



Pull it together

- Create a map of the event with project names/ questions
- Think through the flow of guests and create arrows or ways for them to move through the exhibitions easily
- Coordinate food and drinks
- Organize parking, possible bus transport from a larger parking lot and communicate this to guests



2 Weeks Before

Help Guests



Great whole-school exhibitions require guests to visit multiple projects and interact with many students, even ones they don't know. Sometimes guests need help to understand how to do this. Here are some ideas:

Scavenger hunt with clues from every class/project

Photo competition to encourage guests to take photos of: beautiful work, deep learning, etc.

A list of questions to ask students about their project and learning



How leadership Can help.

- Throughout the day, have food available for staff to make sure they have energy!
- Be visible, talking to students and getting them excited for the big event
- Schedule a "meeting" about 15 minutes after Exhibition is scheduled to end. Gather your staff, thank them for a great day and send them home. (This prevents any lingering parents from inquiring about grades, etc.)



Nice-to-haves!



Designated people who take photos, video and document the event



A feedback-wall for guests to leave feedback about what they liked and what could have been better for them



A "welcome table" at the entrance and find student volunteers who can help guests during the event

Open-house vs. Exhibition

Parents come after school hours to meet staff and see their child's work	Parents come after school hours to celebrate the work and learning of children in the entire school
Students take their parents to show them their work	Students are stationed at their project, ready to talk to anyone about the process, products and their learning
Parents leave with their child after they've seen their work	Students stay for a designated period of time (sometimes the whole time or in shifts) and leave when they are finished
Focus is on community, fun and the school's collaboration with parents	Focus is on community and students sharing their learning

Got questions or need help?

imagine *if*

info@imagineif.dk

imagine *if*