Hello all:

We are excited to see you and your students at the 27th annual Language Fair on Saturday, March 24th! I have attached this year's program with event times and locations, a University Center map, and a parking map. Included in this email are specific notes for teacher and students, so please read through this information carefully. We are expecting over 900 students and teachers at this year's fair!

**Registration sign-in will open at 8:00 a.m.** on the 1st floor of the University Center, with events beginning at 8:40.

The program schedule is attached here, as well as published on our site: <http://www.memphis.edu/wll/fair/>.  We do not anticipate any major changes to the schedule before the fair, but you will receive an official program in your folder when you arrive. Any changes will be indicated in a memo in your folder as well as published on the website. The Fair will close with the **Awards Ceremony at 2:30 p.m. in the UC Ballroom**.

Nearly all fair events will be held in the University Center, with a few language’s vocabulary quizzes held in Mitchell Hall, which faces the University Center to the west. Here is a link to the campus map: https://umwa.memphis.edu/campusmap/index.php

**Upon arrival to the fair, STUDENTS should do the following:**

1. From **8:00-8:30 a.m.** sign up in the Atrium, on the 1st floor of the University Center for any **performance events** (Dance, Music Solo/Group, Poetry Recitation, and Costumes). **Students should sign up AND also take a judging form**to bring to the event. (For group events, only one student needs to sign up for the group).

2. **Pick up a folder** at the sign-in tables which will include the official Fair program.

3. **By 8:45 a.m.**, students should set up any **display events** (Art, Crafts, Greeting cards, Posters and Research projects) for judging in the assigned display rooms. If students cannot be present to submit their work, they are responsible for having a teacher or another student do this. Students will submit all items directly to the assigned room. **Please remember that each entry must include a 3x5 card with the student's name, school, teacher and the event**. It is very important that students place their displays in the correct section marked for their language and event. **Displays must be set up no later than 8:45 a.m. and picked up by 2:00 p.m.**Judging begins at 8:45 a.m.

4. **Only students designated to take the vocabulary quiz may do so** (those who indicated they would do so when initial registration was submitted). Students do NOT sign up for Vocabulary at registration on site. They should simply go to the assigned room at the appointed time on the schedule. Remind students that they CANNOT decide to take the quiz at the last moment, since copies have already been made.

**Upon arrival to the fair, TEACHERS should do the following:**

1. **Pick up a teacher's folder and sign-in**at tables in the Atrium on the 1st floor of the UC.

2. **Remind your students** to sign up for events, pick up their folders and submit displays. Again, **displays must be set up no later than 8:45 a.m and picked up by 2:00 p.m.** Items left later may be discarded by maintenance.

**Treasure Maps**:

On the last page of the fair program will be a Treasure Map for students to complete. They may do this by visiting the various information booths in the exhibit area outside the Ballroom on the 3rd floor. When the Treasure Map is complete, tear it out and turn it in to the box outside UC Room 201 for a chance to win a prize at the Closing Ceremony. Treasure Maps need to be submitted by 1:45pm for the drawing.

**Parking**:

A parking map is attached here. You are welcome to park in the general lots at no charge.  The closest general lots to the UC are the small lots on Zach Curlin and the large lot on Southern Ave. The closest parking to the UC is the garage on Zach Curlin. You can pay to park in the garage at the rate of $3/hour with a $15 max. (General lots 51, 5 and 15 are the closest to the UC.  The garage is labeled PG2/3.)

**Additional Notes**:

1. There are competitions that are open to Levels III and IV. These students participate in the exact same events at the same time, but the judge will give separate awards to the top three Level III participants and the top three Level IV participants. When giving judges their judging sheets at the event, it is very important that students make sure to indicate whether they are Level III (third year) or Level IV (fourth year/AP or higher). This includes VOCABULARY level III and IV.

2. We will again be offering several mini-lessons, which offer a taste of different languages. No prior knowledge of the language is required to attend these mini-lessons – it is an opportunity to explore a new language!

3. As with every year, some events do overlap, and this cannot be helped. Students should be made aware of the overlapping, and that they should take this into consideration when signing up for times at the tables, so that they avoid conflicts. If you know that your students will have to go early or late during an event to avoid conflicts, either you or someone you delegate should tell the judge at the beginning of the event. The judges will be instructed to try to accommodate all students to the best of their ability. PLEASE REMIND STUDENTS TO ARRIVE ON TIME TO THEIR COMPETETIVE EVENTS! Students not on time may not be eligible to compete.

4. PERFORMANCE EVENTS: Teachers and students should bring any equipment or materials (such as tape, CD, mp3 players, portable stereos, speakers, and/or cords for these). The University Center has some rooms equipped for certain types of AV. While we and University Center staff will attempt to assist people with their AV needs, we cannot guarantee that every room will have the AV equipment or connectors you need, or that you will receive help setting up. Also, there will NOT be any pianos available, but you may bring your own keyboard or other instrument.

5. Unclaimed award medals will be available in the World Language office (Jones Hall 108) weekdays between 8:30 a.m. - 4:30 p.m. Please contact us ahead of time at flfair@memphis.edu so we will have your medal ready. The Department assumes no responsibility for lost items.

6. We would also like to remind you that this event is open to the public, and we invite all parents and friends to come and see these students participate.

7. Dunkin’ Donuts, the UC food court, and Starbucks (inside the bookstore next to the UC) will be open for business on March 24th. Please see program for hours of operation.

Please be sure to check our website: <http://www.memphis.edu/wll/fair/> for any changes or updates between now and March 24th. Thank you so much, and please let us know if you have any questions!

We look forward to seeing you and your students at the fair!

Regan Frink and Josh Nave

Co-Directors of Language Fair 2018

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