

# Language Fair Program and Information

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Hello all:

We are excited to see you and your students at the 26th annual Foreign Language Fair to be held Saturday, April 1st! I have attached this year's program with event times and locations, a University Center map, and a Parking map. Please see below for details about parking. **Finally, I have included a Note for Students--this is VERY IMPORTANT--so please share with your classes.** We are expecting about 1000 students, teachers, and parents at this year's fair. Please read this email for important information.

**There is NO opening ceremony. Registration sign-in will open at 8:00 a.m.** on the 1st floor of the University Center with events beginning at 8:45.

The program is 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, and any changes will be indicated in a memo in your folder and published on the website. The Fair will close with the **Awards Ceremony at 2:30 p.m. in the Ballroom.** **We are pleased to have Dr. Thomas Nenon, Dean of the College of Arts and Sciences, speak at the closing ceremony.**

Registration sign-in, the Awards Ceremony, and nearly all events will be held in the University Center. A few events will be held in Mitchell Hall, which faces the University Center to the west. Here is a link to the campus map

**Your students will be required to 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 **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 should sign up for the group).
2. **Pick up a folder** at the sign-in tables which will include the official program.
3. **By 8:45 a.m.**, students should **set up 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.** 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.

**When TEACHERS arrive:**

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 after will be discarded by maintenance.

### **Changes:**

1. There is NO Opening Ceremony. Registration is from 8:00-8:30 with events beginning at 8:45.
2. Vocabulary Quizzes for French, Spanish, and German will be held in Mitchell Hall classrooms. (See program for locations/times)
3. The Culture Bowl will be held in the Ballroom, UC 3rd floor. Timing for the various rounds has also been changed. (See program for details)

### **NEW Passports:**

Tell students to pick up a passport at the Registration tables to be validated at the various information booths. The booths are located on the 3rd floor in the lobby outside of the Ballroom. When passport is complete, turn it in to Room 208 for a chance to win a prize at the Closing Ceremony. PASSPORTS need to be submitted by 1:45pm for drawing.

### **Parking:**

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 (marked in yellow on map). The closest parking to the UC is the garage on Zach Curlin (labeled PG2/3 on map). You can pay to park in the garage at the rate of \$3/hour with a \$15 max.

### **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's 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 VOACBAULARY 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.

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 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 session. 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 COMPETITIVE EVENTS! STUDENTS NOT ON TIME- MAY NOT BE ELIGIBLE TO COMPETE!!!!

4. IMPORTANT: Teachers and students should bring any equipment or materials (such as tape, CD, mp3 players, portable stereos, speakers, and/or cords for these) that they need for performance events. 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 medals will be available in the Foreign 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](mailto: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 also be open for business on April 1. Please see program for hours of operation.

Please be sure to check our website: <http://www.memphis.edu/wll/fair/> for any changes/updates between now and April 1st. Thanks so much and please let us know if you have any questions!

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

Lindsey Aston and Regan Frink  
Co-Directors of Foreign Language Fair 2017