

IES Salvador de Madariaga. A Coruña. Spain

Activity	How to organize a school festival
Date	October, 2011

1 Before the activity

Decide wich type of event would be most appropriate for the occasion (performance, workshop, contest)

Analyse student's interest.

Choose a name/motto for the show.

Decide on the content of the event (what kind of performance, workshop, contest) according to the number of the participants and the resources available.



Advertise the event; send invitations.

Assign teams of students coordinated by teachers.

Establish the cost of the tickets (for parents and guests).

Advertise what the money will be used for.

Involve students, parents and the guests.

Organize meetings to get to know each other better.

2 During the activity

Welcome and guide the guests around the school.



Constantly check the timing of the activities.

Record the event.



The advertise team makes sure the event is recorded & publicised.

The technical team supervises the equipment and prop & provides interpretation service for foreign guests (if necessary).

3 After the activity

It is evaluated asking students & parents' opinions at the end.

A more formal assessment with suggestions and recommendations can be done during the educational classes (or during the parents' meetings).

The organising team should meet again and after the feedback has been collected to prepare notes and suggestions of what should / shouldn't be done at the future festivals.