



The Festival is in-person but you can create your own Festival watch party!

The **CALIFORNIA STUDENT MEDIA FESTIVAL** will be presented in person and streamed. Either way you can watch with an excited audience. We're here to help! Here's our official Festival watch party guide.

LOCAL WATCH PARTY PLANNER

This year you can watch from anywhere. It will be Zoomed and live on YouTube. The links will be posted. Use this planner to host your own local celebration as a hyflex-dimension of this exciting event!

PLAN THE FESTIVAL PARTY

1. Find a volunteer team. Students needing community hours are a great resource. Volunteer roles include:
 - a. Signage
 - b. IT and AV
 - c. Decorations
 - d. Social media
 - e. Refreshments
 - f. Prep and cleanup
 - g. Emcee and greeter (teacher, administrator, community booster)

Of course, many folks do multiple roles! Some people have done them all. Don't forget student and parent volunteers. Perfect for service credit.
2. Book a site for the time (check mediafestival.org). Do this early!
 - a. School site (assembly room, gym, library, classroom),
 - b. Off Site (public library, theater, church)

3. Make a budget. If janitorial/security services are required, check for the cost. Maybe make this a fundraiser for your school!
4. Check site for Internet access, sound system, outlets, restrooms, tables for possible food, and parking. It's always good to test the equipment before the event.
5. Food is always good. Think about making it a potluck! Parents often love to support school events with their own special foods. Or, if you want popcorn, a popcorn machine, etc., find the cost. Build in the cost of utensils, napkins, etc.
6. Announce the party (e.g., family newsletter, school PSA, school newspaper) and/or send out invitations and blast on school social media sites. Send out "Save the Date" notice. Think about attire. Do you want to make it dress-up (gowns, tiaras, suitcoats)? If so, put it in the announcement.
7. Make a VIP guest list: all students who entered projects in the festival, their friends and family, school community and administration, school board, local media.
8. If your students have entered the festival, download their projects. Video projects can be shown before the start of the Festival. If submission include 3D printing, photography, or music, have them displayed or performed in person. There are many mediums in the California Student Media Festival. The Festival shows prepared clips of finalists' projects, but at your party you can show the whole project. have them displayed. Confirm parents' permission.
9. Let the Festival know about your party. It would be fun to share your party with a quick wave to the Festival audience via Zoom.
10. If refreshments are possible, remember the bowls and utensils. Popcorn will require some cleanup. ☺
11. Find decorations like streamers, gold stars, film posters, balloons, Consider ribbons, swag, etc. Every decoration will make the day special.
12. If a "live" watch party is not possible, consider an asynchronous party after May 20 that incorporates the recorded festival (mediafestival.org/watch).

ONE WEEK BEFORE: Double check for:

1. Role assignments, e.g., volunteers, registrars, speakers, tech support.
2. Supplies, e.g., refreshments and accompanying items, sign-in sheets/registration supplies, decorations, stands.
3. Technology (equipment, videos, login/passwords, connectivity, cords/cables, mic).
4. Download video projects, gather non-video projects (e.g., photography, 3D printing)
5. Send out notices with #castudentmedia.
6. Handouts and forms.
7. Parking and other accommodations.
8. Signage. Parking, arrows from parking to event, etc. Have them ready for event day!

DAY OF THE EVENT

1. Set up: directional signs, registration (and possible parking validation), refreshments, tables/chairs/podium, technology, speaker area, decorations, background music.
2. Some Festival events create a red carpet. Create paparazzi from parent volunteers with cameras.

3. For finalists, some events get a limo donated by a local business. They cycle back and forth between a parking lot and the event. That way, finalists get the limo experience, even if there is only one limo.
4. Establish the party tone and rules (e.g., start on time, photo etiquette, stifle noise)
5. We suggest not opening doors until everything is ready. A brief line outside builds excitement!
6. Have an emcee do an ice breaker
7. Start the show!
8. Thank everyone at the end – collect evaluations (as needed)
9. Clean up, with your dedicated volunteers

IT'S A WRAP!

1. Thank everyone!
2. Solicit volunteers for next year.
3. Return all borrowed items (e.g., technology, stands, permanent décor)
4. If you have bills, pay them before they hit the bottom of the pile.
5. Examine evaluations (as needed)
6. Watch the festival again: SCMF plans on recording the live stream in Youtube and publishing it on the site for rewatching. The page they have set up for that is at mediafestival.org/watch
7. Consider showing clips of the festival recording at a school event: assembly, open house, PTA, school board.

