



## BLOCK FEST NC 2009 HOST SITE REQUEST

Block Fest is a traveling block building extravaganza for young children (8 months to 8 years) and their parents/caregivers. You can view the exhibit at <http://blockfest.ncpat.org>. If your PAT program would like to host Block Fest in your community, please complete all **shaded areas** on this form.

Host agency/organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

Other partner agencies/organizations: \_\_\_\_\_

**REQUESTED BLOCK FEST Exhibit Date/s:** \_\_\_\_\_ **Are dates flexible?** \_\_\_ Y \_\_\_ N

**\*\*See note under 'Transportation' below**

Location: (facility) \_\_\_\_\_

Address: \_\_\_\_\_

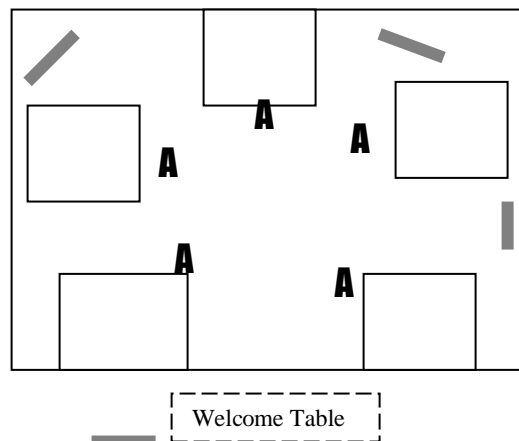
Handicapped accessible? \_\_\_ Yes \_\_\_ No

We require that at least one individual, who will oversee the Block Fest event in your area, attend the Facilitator Workshop at least 2 months prior to your exhibit date. Regional trainings will be scheduled as needed.

Who will be attending the facilitator workshop? \_\_\_\_\_

**SPACE REQUIREMENTS:** Block Fest consists of 5 block building stations, each of which requires an 8X10 space, with 3-4 feet between stations. A complete instruction manual included in the exhibit outlines all details about the set-up. See below for a sample illustration in a room approx. 40' x 24':

Stations can be arranged in a circle as shown, or in any other formation that fits your space. In addition to the stations, there are 4 free-standing banners (3'wide x 8' tall [—]) that are best positioned near a wall and 5 free-standing A-frame signs (18"wide x 3' tall [A]). Each 8'x10' station is defined by 20 (2'x2') foam squares that link together.



**YOUR AUDIENCE:** Your Block Fest event will be available to:

- PAT families
- Other community families
- Other Early Childhood groups: \_\_\_\_\_  
(Please list)

**CAPACITY:** To assure the safety of the participants, **no more than 35 children (plus their parents or accompanying adults) should be using the exhibit at any one time.** Larger groups can be accommodated by scheduling one hour time slots for groups in succession. It is recommended that a 30 minute time period for station clean-up and exhibit/volunteer refreshing be allowed for between groups.

How many children do you estimate accommodating at Block Fest? \_\_\_\_\_  
Ages? \_\_\_\_\_

If more than 35 children are expected, what are your plans to accommodate everyone?  
\_\_\_\_\_

**VOLUNTEERS NEEDED:**

- Set-up and inventory: 2-3+ people for about 1.5 hours.
- Station attendants: 5 people - 1 volunteer per station to monitor and facilitate child and adult's play and learning. Larger groups (more than 30 children) will need more volunteers. Suggested 2 volunteers per station with 1-2 "floaters" to assist.
- Emcee/Greeter: welcomes families and provides instructions for participation.
- Take down, inventory and pack up: 2-3+ people for about 1.5 hours.

**EXHIBIT USER FEES:**

In order to provide the Block Fest exhibit statewide in 2009, a tiered system of user fees is available to PAT programs planning to involve other early childhood programs. Involving other early childhood programs will broaden the impact of the exhibit through increased participation, involving teachers in the exhibit, and delivering the message of the importance of block play in early learning to a wider audience.

2009 User Fees (please indicate which level of participation you anticipate for your Block Fest event)

<input type="checkbox"/> PAT program alone	\$250
<input type="checkbox"/> PAT + 1 EC program (\$200 per program)	\$400
<input type="checkbox"/> PAT + 2 EC programs ( \$165 per program)	\$495

**Important Note:** When Office of School Readiness programs partner with your Block Fest exhibit, you will receive 25 free parent handbooks ( a **\$100 value**) from the NC Head Start State Collaboration Office for distribution to participating PAT families. PAT-OSR partnerships include local PAT sites and local Head Start programs, More at Four programs, Even Start programs, Exceptional Children Preschool programs and/or private childcare sites.

## **HOST RESPONSIBILITIES**

**RETURN BLOCK FEST IN GOOD CONDITION.** It is the responsibility of the host organization to return **all** pieces of the Block Fest exhibit **clean, in good condition and packed per the instructions**. The host organization will submit a report (pre-inventory) of the exhibit condition when they receive and unpack it. It must be faxed upon receipt of exhibit, and another report faxed when it's packed up. If pieces are missing or damaged when the exhibit is received, the host site should contact the Coordinator immediately to see if arrangements can be made to replace the parts before using the exhibit.

**TRANSPORTATION:** We will do our best to minimize the distance any program has to go to pick up or pass along the exhibit. The host PAT program must arrange for transportation of the Block Fest exhibit to/from their site in a secure manner. A minivan with all back seats removed, a step van, or a large pick-up with a cap on top can accommodate the exhibit (7'x3'x4', approx. 100 cubic feet). Open trucks are not acceptable for transport. Whenever possible, North Carolina Parents as Teachers will schedule exhibit sites so that trips between Block Fest sites are within a distance of 60 miles of each other. Each host must communicate and facilitate a smooth transition for the next site to pick up the exhibit. Host sites must have safe, secure storage for the exhibit before and after they use it.

\*\* If the host site requests a specific exhibit date, the Block Fest Coordinator will arrange for this request as possible. However, the host will be responsible for providing all transportation arrangements, regardless of the exhibit location. This is the only practical way we can ensure meeting programs specific date requests.

**EVALUATIONS:** In order to measure the impact of this exhibit, we ask that all programs utilize the Parent Feedback card and return them to the Block Fest Coordinator. Parents complete the card in just 2-3 minutes after they participate in Block Fest. It is available electronically and can be printed on a 5 ½ x 8" card. We will tabulate the results and send them back to you.

We also require the host site to complete a brief Site Report with the number of children and families reached upon completion of the exhibit event. Information from the Site Report will be compiled for our annual Block Fest NC Impact Report.

In summary, each host program is responsible for:

- Submitting the User Fees with the signed Host Program Agreement to the Block Fest NC Coordinator at least 1 month prior to the exhibit date
- Transportation of the exhibit to and from your community.
- Staffing for set-up, implementation and pack-up of the exhibit.
- Completing pre/post inventory forms, collecting parent feedback forms, and a Site Report Form

## **BLOCK FEST RESOURCES**

**The Block Fest Block Building Exhibit** is available to North Carolina Parents as Teachers programs. The purpose of the exhibit is to help programs provide a fun, early math & science learning experience to young children and families in their PAT programs and communities. PAT programs will host the exhibit with the opportunity to partner with other Early Childhood groups in their community. A partnership will ultimately increase the overall impact of this innovative exhibit.

**Playing and Learning with Blocks: A Handbook for Parents and Caregivers!** was developed by the University of Idaho PAT for parents to use with the exhibit and to extend lessons learned from Block Fest into their homes. This full-color booklet is comprised of 6 double-sided large cards that are bound into a handy reference tool. It gives tips on block learning in the areas of math, science, literacy and general knowledge; the stages of block play and the parent role in block play. This attractive book takes care of the need for multiple handouts that are costly and often thrown away. Provide one to each participating family.

Parent handbooks are available to purchase for \$4 each to cover printing costs and book rate shipping. Additional postage is required for faster shipping. As mentioned in the above "User Fee" section, the PAT programs that partner with an Office of School Readiness program will receive **25** free parent booklets. Please include this 'free' number in the tentative booklet order below.

How many books do you plan to order? \_\_\_\_\_ English \_\_\_\_\_ Spanish

\*\* Although NC PAT strongly recommends providing handbooks to every family, because of the economic constraints programs are facing, providing books is not mandatory to hosting the exhibit. In this instance, Block Fest can be used as a promotional event or an event to increase awareness of the importance of block play in early learning. Provision of the handbook to the families extends the learning experience into the days, weeks, and months following the event. It provides a tool that parents can use as they learn how to integrate math and science words into daily activities and play, and helps guide learning through block play.

#### **PROMOTION PACKETS:**

Promotion packets can aid the host site in soliciting partners and sponsors for their exhibit event. Packets are available to the host site upon request and include:

- Block Fest NC powerpoint – appropriate to share with partners and sponsors
- Block Fest Brochures (5)
- Block Fest One-page Brief
- 1 copy of "Playing and Learning with Blocks! A Handbook for Parents and Caregivers"

Promotion packets will be sent to the Host Site upon confirmation of event, or earlier if requested.

Please send me a Block Fest Promotion Packet

**Please FAX this Host Site Request Form to NC PAT Network/Block Fest Coordinator at 336-748-5261.** You will receive a confirmation for the scheduled dates and a Host Site Agreement Form. Host Site Agreement Form and User Fee must be submitted one month prior to event.

We are pleased to offer you the opportunity to bring this innovative block play exhibit to your community. Block Fest NC has been well-received in North Carolina communities throughout our pilot phase and we are confident this will be a valuable exhibit for your PAT program, other partner groups and your community.

Thank you for your interest in Block Fest NC and please do not hesitate to contact the Block Fest Coordinator with any questions or suggestions.

Alice Bullock  
Block Fest NC Coordinator  
NC PAT Network  
(336)414-2508  
(336)748-5261 FAX