



## FYI - an excerpt from the Toolkit

The Toolkit will help you prepare your stall and has all the information you need for the ISF.

This year we have a theme: **WATER!** You can join the fun by choosing one of the many activities that we will list on the **WATER Activity, Workshop and Food Ideas List** that we are preparing already. It is easy, it is fun and they can be offered within your stall or just for a period of time during the fair. This will also give you a lot of time to enjoy the fair yourself!

The ISF is organized by the ISF Committee and is a collaborative effort by the whole school community. The PTO works closely with the school's event manager throughout the event. Some of the special exhibitors include projects such as CAS or Bookbridge. For the Country Stalls you will receive with the Toolkit some forms, so that we know what you need and what you will be offering.

Whether you choose to represent your country, help with the organisation of the ISF or give a hand to a Country Stall where help is needed (regardless of your country of origin), we welcome and thank you for your participation.

Join the fun and let's make this year's ISF a successful and festive event!

**Your ISF Committee 2017**

### Timeline (final timeline will be announced in Feb 2017)

Activity	Date
Call for Country/Stall Representatives	<b>Newsletter Feb 2017</b>
Kick-off Meeting	<b>Mo 6 March</b>
Dates Committee meetings (optional) many details can be cleared per email	<b>TBD</b>
Country/Activity & Facilities Form	<b>15 May</b>
Purchase Request Form	<b>15 May</b>
Passport Question, if you can't think of one, we will think of one for you ☺	<b>15 May</b>
<b>INTERNATIONAL SPRING FAIR</b>	<b>Saturday, 10 June 2017 - 11:00 to 17:00</b>
Reimbursements	<b>Please submit by Tuesday, 13 June at reception in a closed envelope addressed to the PTO</b>



## Country/Activity Stalls

Please nominate a leader to co-ordinate your Country Stall and/or activity.

You can provide **food** from your region, a **game(s), activity, workshop, a dance or music performance**. It would be great if you could decorate your stand with your flag, pictures and/or information of your country.

We would very much appreciate it if you would join this year's theme and combine if possible whatever you choose to do with the *WATER* topic.

If you need any help just let us know [pto@the-fis.de](mailto:pto@the-fis.de)

At around 16:00 we will have a prize giving ceremony for winners of various activities. If your stand awards a prize during the course of the day, please inform one of the cash points we will collect the information.

***FYI: The ISF Committee will take care of providing drinks such as water, beer, Apfelschorle, Capri Sonne etc. However, special drinks such as prosecco, wine, lassi, are welcome!***

### Passports

The ISF passports have been very popular! Once a passport is obtained, children go around to each country and answer a question provided by your stall about your country or our theme. Any member of the stall can mark the passport with their initials, a stamp or sticker. Once the passport is complete, children can submit it to the PTO Stall for a small treat.

Please keep in mind that most of the children using the passports are from Elementary School so, questions should be appropriate to that age group. Make sure that the answer is prominently displayed at your Country Stall in an informative way.

**Examples:** Who is the president of XXX (country)? or What is the word for *WATER* in French?

The passport can be purchased at the cashier points for €1.

### School Facilities

You can request tables and other facilities like electricity, access to water, display boards, etc. The ISF Committee will be as accommodating as possible, but we may not be able to meet all requests.

All equipment has to be TÜV approved and have a CE label. **All Equipment you bring along needs to be checked and approved** by the facility managers in regard to security regulations.

**Due date: Wed 31 May.** Please meet them in their office until then.

Please complete the **Country/Activity & Facilities Form** and submit it to Bettina Wiegel also via email: [bettina.wiegel@the-fis.de](mailto:bettina.wiegel@the-fis.de)