

Know Before You Go - Maker Faire Finale

Hello *[name of teacher/educator]*,

We are excited to host *[name of school]* for this special day, please take some time to review this document, we hope it will answer any questions you have during your visit to *[location]* on *[date]* from *[time]*!

Key Information:

Location: *[name of building & street address]*

Date:

Time:

Check-In Location: *[specify location within building, i.e. lobby, entrance, etc, name of building & street address]*

Event Leads:

Action Items:

- Respond to this email with your phone number
- Respond to this email to confirm names of additional chaperones
- Ensure all adults 18 and over have an ID with them for registration

If at any time you have any questions, please reach out to your event lead, or *[your name]* at *[your mobile number]*.



Sample Agenda:

	Time	Activity
1	10:00a - 10:30a	Check in at Salesforce West, by the benches in the lobby. Salesforce volunteers will escort you to your onboarding location. PLEASE call <i>[event lead]</i> when you are 10-15 mins away from the office.
2	10:30a - 11:20a	Onboarding + lunch facilitated by <i>[event lead]</i> . Students will get a short presentation/overview of the day, and they will receive wristbands & t-shirts. There will also be time for a bathroom break.
3	11:20a - 11:30a	Salesforce volunteers will escort students/chaperones to their assigned pitching zone.
4	11:30a - 12:50p	Students pitch their projects!

5	12:50p - 1:00p	End of pitches. Salesforce volunteers will escort students/chaperone to the debrief location.
6	1:00p - 1:45p	Debrief/celebration
7	1:45p - 2:00p	Departure

Sample rules & reminders to review with students before entering our space

- Salesforce is excited to host you today, please remember this is our workspace and we want you to treat it with respect. There is no yelling, fighting or running in the buildings, failure to follow these rules may result in being escorted out of the building by security.
- Please refrain from using profanity in our workspace
- Please stay with your assigned group and chaperones/Salesforce volunteer at all times
- Stay in your assigned zones at all times
- If you need to use the restroom, please find a Salesforce volunteer to escort you to the nearest restroom, do not go alone
- Salesforce employees are excited to hear your project pitch, be professional when presenting, remember the winner of today goes on to the grand finale to compete with other schools later this month!
- Keep your t-shirt and wristband on at all times
- Have fun and be safe!