RUNBOOK | MAKERFAIRE

LEO & MIKE

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W20

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S4

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red bull

music
box
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Table of Contents

Pre-Session

09-Nov

Workshop

- [ ] All builds for the session are built and practiced. Session plan & PPT mailed to all facilitators to try out the builds

- [ ] Call with Swati to discuss the builds

- [ ] Photos of the builds shared on the WhatsApp group

- [ ] Final discussion regarding the session flow

- [ ] Prep and pack all materials team wise for slot 1 and 2 origami and slot 1 robotics

- [ ] Ensure all certificates are printed

- [ ] For robotics session only certificate to be given to learners

- [ ] For Origami session, each participant takes home the build and envelope containing 1 instruction sheet and 2 origami papers along with the certificate

- [ ] Share attendance sheet format for all workshops with the volunteers and facilitators

- [ ] Pack all the branding collaterals that need to be displayed in the workshop area

- [ ] Message the parents of STEAM Innovator Program to ensure they provide snacks and pick up and drop for the Children on the specified timing

Installation

- [ ] All the children are trained to handle installation center

- [ ] Dry run of the script

- [ ] Document for Field report and guidelines for the same to be shared with learners

Common

- [ ] Load all the necessary software and presentations in all the laptops

- [ ] QC of all the materials before the end of the day

During Session

Workshop

10-Nov

- **7:45 AM: LM Team Reach the Venue**

- **8:00 AM to 8:30 AM: Ensure completion of installation set-up and share the pre-registered list with the facilitators and the workshop volunteers. Provide ID cards to all Leo & Mike Members**

- **8:30 AM to 9:00 AM: Facilitators must check the workshop area (marked in the area blueprint) and keep materials ready to plan the workshop at the stipulated time. Volunteers and children can test the installations and check for any last minute errors or issues.**

- **9:00 AM: Installation area needs to be ready as he footfall begins at 09:00 AM**

- **Note that we have 2 workshops and each one has 2 slots allotted to it.**

    - **Arduino 101 (SLOT 1) – 10:00 AM to 12:00 AM**

    - **Arduino 101 (SLOT 2) – 02:00 PM to 04:00 PM**

    - **Origami (SLOT 1) – 02:00 PM to 03:00 PM**

    - **Origami (SLOT 2) – 04:30 PM to 05:30 PM**

- **The facilitators and volunteers for the workshop need to ensure that the materials are ready for the workshop 30 minutes prior to the commencement of respective classes.**

- **The workshop area set-up should be ready at least 15 minutes prior to the aforementioned time:**
    - **Assistant facilitator in-charge of on-boarding, name of students to be noted in the attendance sheets. (On spot registrations to be noted by Marketing team and assistant facilitator should ensure that the names are updated in the attendance sheet)**
    - **15 minutes prior to the end of the workshop, the volunteers and the assistant facilitator must write the names of students in certificated and ensure that each learner gets the envelope with certificate before leaving the class.**
    - **Facilitator and volunteer need to setup the workshop area**
- **NOTE: 3 children from STEAM Innovator program will attend the first half (09:00 AM to 01:00 PM) Other 3 children will be available for second half (02:00 PM to 06:00 PM) Volunteers need to check the headcount accordingly.**

Post Session

10-Nov

Time: based off each session

- Fill Learner Attendance Sheet

- Ensure readiness for upcoming class

- Marketing Volunteers near Workshop area must ensure that they note the names and contact details of the visitors and new registrations and share the details in 2 batches – at 01:00 PM and at 06:00 PM

- Post-Class Report (refer to the Post-Session Checklist and the Post-Class Report Template)

- Learner Data Sorting (Refer to the Post-Session Checklist)

Installation Readiness checklist

Work Area	Date	Who	Remarks
All materials arranged and labelled properly			
Check power supply			
Projector and Speaker working checked			
HDMI/VGA compatible with the Laptop			
Tables and chairs are arranged			
Standee and Danglers are put in the venue			
Makey Makey Piano and house installation checked			
3D Printer and counter arranged			
Medical kit checked			
Light/Fan/AC working			
Charging points in place			
Registration and Marketing desk with merchandise set up			
Water Supply set up			
3 Children allotted to the respective installations			
Laptops are loaded with the required software and are functional			

Onboarding for Installation

<table>
<tr><td colspan="4" align="center">Onboarding
1st Half</td></tr>
<tr><td>Work Area</td><td>Date</td><td>Who</td><td>Remarks</td></tr>
<tr><td>Station the three children for 1st half</td><td></td><td>,</td><td></td></tr>
<tr><td>Attendance is marked for the children and volunteers</td><td></td><td></td><td></td></tr>
<tr><td>ID card issued</td><td></td><td></td><td></td></tr>
<tr><td>Run through of demo session based on training</td><td></td><td></td><td></td></tr>
<tr><td colspan="4" align="center">Onboarding
2nd Half</td></tr>
<tr><td>Station the three children for 2st half</td><td></td><td></td><td></td></tr>
<tr><td>Attendance is marked for the children and volunteers</td><td></td><td></td><td></td></tr>
<tr><td>ID card issued</td><td></td><td></td><td></td></tr>
<tr><td>Run through of demo session based on training</td><td></td><td></td><td></td></tr>
</table>

Post-Installation Checklist

Children (Field visit) Documentation

- [ ] 3 clear photos of each learner holding with the installations and interacting with the visitors

- [ ] One group pic to be taken

- [ ] One fun class photo/video/gif to be taken

- [ ] 7 team photos, one group photo to be taken in first half and second half of the session

- [ ] This data to be loaded in the Maker Faire folder and respective STEAM Innovator program folder

SOS and Trouble Shooting

- [ ] In case of any problem with the installation immediately call for Swati

- [ ] If any child falls sick or in case of any minor injury, please use the first aid kit that has been handed over to the facilitator. In case of doubt feel free to call any member of Leo & Mike family for assistance

- [ ] Avoid the usage of cell phones in the installation area

Workshop - Arduino Readiness

Work Area	Date	Who	Remarks
Attendance sheet and visitor data sheet handed over to the facilitators and volunteers respectively			
Laptops are loaded with the required software			
Projector working checked			
Speaker working checked			
HDMI/VGA compatible with the Laptop			
Tables and chairs are arranged			
Branding Collaterals are arranged			
Waste bin in all the classes			
Medical kit checked			
Light/Fan/AC working			
Charging points in place			
Registration desk set up for walk-in's			
Payment options set-up (Gpay/Card/Cash)			
Water dispenser set up			
White Envelopes with book marks and sticker			
Certificates and Marker ready			

Material Checklist of Arduino

Arduino 101 Workshop will be conducted in teams; each team will have 3 children.
Each team will be given 1 laptop and 1 kit box. (Max capacity 10 teams 30 children.)

Definition:

- **Consumable: The materials that can be used only once for any particular activity. (Paper for origami)**

- **Reusable: The materials that can be used multiple times. (Robotics Kit)**

- **Take-away:**
    - **Certificate of participation**
    - **Envelope with book mark and sticker**

Material packing process:

- **Materials for Arduino 101 are labelled and packed in a Box**

- **Laptops are preloaded with S4A**

Setting up for the class:

- **Make sure all the materials are arranged team wise before the children come in the class**

- **Make sure the facilitator laptop has the PPT and works properly**

- **Keep the first aid box handy**

- **Make sure the attendance sheet is with the Assistant facilitator before the workshop begins**

Dismantling, cleaning and packing up

- 15 Minutes before the end of the class make sure that the Certificates are ready to be given to the learners, this can be done during the clean-up time

- Ensure that the children dismantle their builds and pack the materials back in the pouches and place it in the kit box.

- After the workshop, check all the boxes and laptop once, pack them and keep them handy for the next session

General Instructions:

- If any child falls sick or in case of any minor injury, please use the first aid kit that has been handed over to the facilitator. In case of doubt feel free to call any member of Leo & Mike family for assistance

- Avoid the usage of cell phones during the workshop

- Make sure all the reusable materials are re-packed after each workshop

Post-Class Checklist of Arduino

Learner Attendance Sheet

- [ ] Write down the details of each child in the class

- [ ] Share the sheet after the end of each workshop

Readiness for Upcoming Class

- [ ] Make sure the learners pack away all materials and ensure class is neat and clean

- [ ] Make a note of material requirement (if any). To be entered in the post-class report

- [ ] For robotics class make sure all laptops are charged before the commencement of each session

- [ ] Use the Material list to check and ensure all materials for upcoming class are ready

Post-Class Report

- [ ] Post-class report to be filled by the facilitator after each class and share the report along with the attendance sheet

Learner Data Sorting

- [ ] 1 clear photo of each team holding up their build to be taken

- [ ] One group pic (with certificates) and one fun class photo/video to be taken

- [ ] Candid photos of learners building the prototypes

- [ ] This data to be loaded in the respective workshop folder

Workshop - Origami Readiness

Work Area	Date	Who	Remarks
Attendance sheet and visitor data sheet handed over to the facilitators and volunteers respectively			
Laptops are loaded with the required software			
Projector working checked			
Speaker working checked			
HDMI/VGA compatible with the Laptop			
Tables and chairs are arranged			
Branding Collaterals are arranged			
Waste bin in all the classes			
Medical kit checked			
Light/Fan/AC working			
Charging points in place			
Registration desk set up for walk-in's			
Payment options set-up (Gpay/Card/Cash)			
Water dispenser set up			
Certificates and Marker ready			
White Envelopes with the Instruction sheet and 2 origami sheet, along with book marks			

Material Checklist of Origami

Origami Workshop will be conducted for individual learners.
Each child will take their build with them. (Max 30 children.)

Definition:

- Consumable: The materials that can be used only once for any particular activity. (Paper for origami)

- Reusable: The materials that can be used multiple times. (Robotics Kit)

- Take-away:
  - Certificate of participation
  - Envelope with instruction sheet, 2 origami sheet, book mark
  - Their builds

Material packing process:

- Each learner is to be given a set of 5 origami papers

- Laptops are preloaded PPT

Setting up for the class:

- Make sure all the materials are arranged team wise before the children come in the class

- Make sure the facilitator laptop has the PPT and works properly

- Keep the first aid box handy

- Make sure the attendance sheet is with the Assistant facilitator before the workshop begins

Dismantling, cleaning and packing up

☐ **15 Minutes before the end of the class make sure that the Certificates are ready to be given to the learners, this can be done during the clean-up time**

☐ **Ensure that the children clean their work area and discard waste paper in waste bins**

☐ **After the workshop, prep for the net workshop**

General Instructions:

☐ **If any child falls sick or in case of any minor injury, please use the first aid kit that has been handed over to the facilitator. In case of doubt feel free to call any member of Leo & Mike family for assistance**

☐ **Avoid the usage of cell phones during the workshop**

☐ **Make sure all the reusable materials are re-packed after each workshop**

Post-Class Checklist for Origami

Learner Attendance Sheet

- ☐ Write down the details of each child in the class

- ☐ Share the sheet after the end of each workshop

Readiness for Upcoming Class

- ☐ Make sure the learners pack away all materials and ensure class is neat and clean

- ☐ Make a note of material requirement (if any). To be entered in the post-class report

- ☐ For robotics class make sure all laptops are charged before the commencement of each session

- ☐ Use the Material list to check and ensure all materials for upcoming class are ready

Post-Class Report

- ☐ Post-class report to be filled by the facilitator after each class and share the report along with the attendance sheet

Learner Data Sorting

- ☐ 1 clear photo of each team holding up their build to be taken

- ☐ One group pic (with certificates) and one fun class photo/video to be taken

- ☐ Candid photos of learners building the prototypes

- ☐ This data to be loaded in the respective workshop folder