



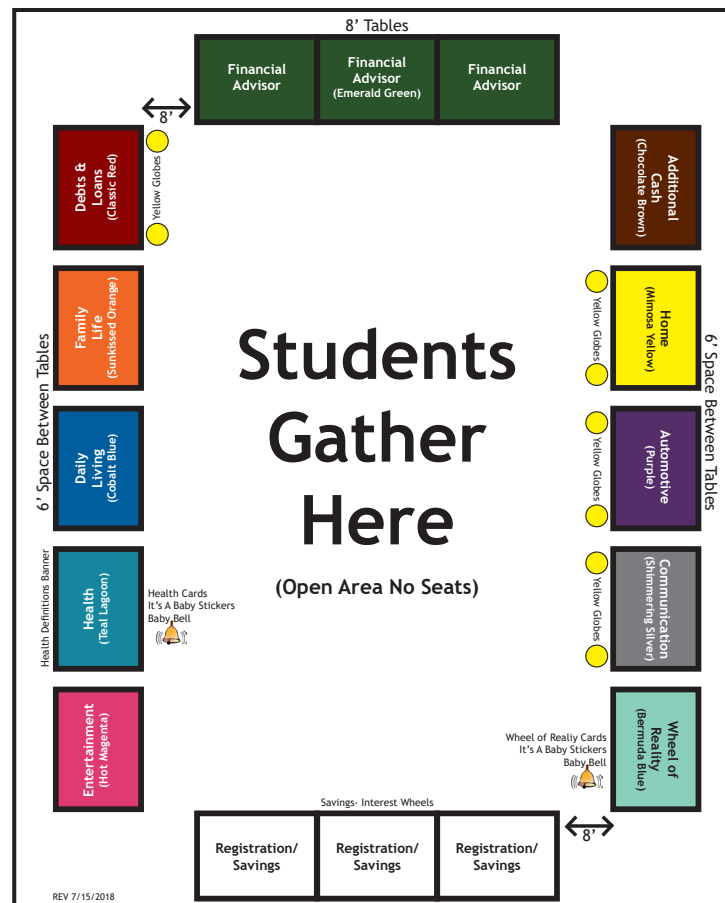
FINANCIAL REALITY FAIR™

EVENT COORDINATION

Prior to a fair, coordinate to have 16 tables available and two chairs per table. Use the 'Table Set-up Diagram' document to lay-out the room prior to the event.

Upon arrival, ensure all tables are located where they need to be. Retrieve the colored table-skirts from the event package and start by placing them on the specified tables as shown on the 'Table Set-up Diagram' below. Recruit volunteers to assist if needed.

Retrieve the 15 clear 8.5 x 11 slant back table signs from the event package and center them on the corresponding tables as shown on the 'Table Set-up Diagram' below.



Each table has a set of directions for volunteers and option lists for students. Retrieve those from the event package and place the directions behind the table sign and the option lists facing towards the center of the room for students to use during the fair.

Each table should have eight calculators and eight pencils.

Retrieve the four-three slotted trays with life cards from the event package and put on the Wheel of Reality table along with the wheel.



FINANCIAL REALITY FAIR™

EVENT COORDINATION

Three black file bins with the budget worksheets inside should be placed at the registration tables. Once all of the students have gone through the registration tables and received their budget worksheet the registration bins, sign, lists, and other info can be taken down and replaced with the savings table sign, directions, and compound interest wheels.

At the financial advisor tables make sure there are student evaluations for them to hand out to students upon completion of their budget. An award entry box, as well as entry tickets, should be placed there too. Each student may enter once for a chance to win an award.

Three Globes of Reality should be placed at the following four tables; Home, Automotive, Communications and Debts/Loans.

Set-up the vertical 'Get REAL' banner and put near the entrance of the room. Reposition or move the sign once the fair has began if needed.

Set-up the vertical 'Health Definitions' banner by the health table. Also make sure the blue health cards are separated from the yellow Wheel of Reality cards and placed on the health table.

As volunteers arrive, provide them with a lanyard.

30 minutes prior to the start of the fair, provide volunteers with a brief summary on how the event will proceed. See 'Announcement to Volunteers' document for more details. If there is time, this is a great time to get a group photo.

As students enter the auditorium the volunteers should direct students to gather in the center of the room for a brief summary on how the event will proceed.

GIVEAWAY - The Financial Reality Foundation has provided a roll of stickers ("Once you have completed using this budget book...") and several boxes of free budget books for the students. Prior to each fair please place a sticker on the inside cover of each budget book. At the fair, stack the books on the Wheel of Reality table. It is not mandatory for students to take a book, but they are free to take one if they choose too.

AWARD - To encourage students to use money wisely, it is encouraged to provide a few monetary awards to students at the close of an event. It is customary to give away approximately \$500 in total awards during an event, but it is not required. Awards can be given in cash, check, gift card or certificate as deemed by the sponsor.

AWARDS:

1 - \$200

3 - \$100