

Global Fest 2007

Final Report

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Event Goals:

- Celebrate Global Diversity
(Meets Global Vision Week goal)
- Engage students in cultural diversity
- Showcase the diversity of Azusa Pacific University's students

Date: Friday November 2, 2007

Time: Dinner 5-7 pm; Performance 6-8 pm

Location: Trinity Lawn

Attendance: 200-250 people (estimated) who stayed and watched and/or participated. APU Students, Office of World Missions Staff, International Student Services Staff, Missionaries from Global Vision Week and Preview Weekend Students and Parents.

Regions Represented: Africa, Europe, Asia, Pacific Islands, South America, and North America

Publicity:

- Global Vision Week Postcard
- 20-25, 14 X 16 Color Posters designed by Mike Liao posted around campus
- Verbal Invites: GVW table, Reminders about Airline ticket drawings, personal

Set-up:

- 36 round tables with 8 chairs at each table (set up by hospitality)
- 7, 8-10 ft tables (4 for ethnic orgs, 1 for GVW table, 1 for Volunteer/Performer check-in & 1 for Raffle Prizes)
- Linens on tables (All of the Office of World Missions linens, ordered 8 extra colored linens to cover remaining round tables that we did not have linens for)
- Votive Candles & Holders on tables. Ordered through Ruth Dean at Campus Events/Hospitality. We did not receive new votive candles, did not receive the extra that we ordered on top of the votives that were used from the movie screening the night before. I discussed with Ruth after the event and we are not being charged for the candles.
- Mini-Flags on tables. Borrowed from International Student Services
- Stage. Reserved and set-up by Campus Events
- White Lights. Edge of the stage and around Global Fest sign

-Global Fest sign. Located in storage at International Student Services.

-Country Flags. One bucket with flags on each side of the stage the rest of the buckets and flags were spread out around the edge of Trinity Lawn. All the buckets were covered with fabrics either from the Office of World Missions or International Student Services. Borrowed flags from International Student Services. White buckets (I believe we have 10 now) and rock salt are in the Office of World Missions storage.

-Lighting. Two lighting trees for the stage (one on each side) from ELS. Two lighting trees by Ethnic Organizations tables from IMT. Having all this lighting was great, but it was not planned. We were told that IMT did not have lighting for our use so we ordered lighting from an outside company. But, the night of the event IMT showed up with lighting so we used it. Having the lighting for the stage is essential and having for the Ethnic Organizations tables was really nice and almost necessary.

-Sound was reserved and set-up by IMT.

-Food. Set-up and coordinated through Hospitality.

-Screen and projector. White tarp hung in tree from the movie screening the night before. We did not end up using it due to some technical difficulties.

-Ethnic Organizations Tables. We provided the tables and they were in charge of setting up their own stuff.

New Aspects of Global Fest:

One new aspect of Global Fest was added this year, the Ethnic Organizations Booths. The concept was brought up by Shane Cullen, one of the MESA Co-leaders. There were four Ethnic Orgs. that requested booths (AMIGOS, PIO, APASO, and BSA). Each of the groups was given a \$50 allowance out of the Global Fest budget for supplies for their table. The Ethnic Org tables displayed information and offered cultural activities and/or food. Of the four organizations only three ended up participating. The Ethnic Org booths seemed to be a great addition to Global Fest. Recommendations for next year: announce what the tables are about every 10 to 15 minutes during dinner (we did not do this and until we announced the tables no one went to visit them) and make sure there is lighting for the tables.

It was a Brick and Black Event.

Donation Request Letters to Global Vision Week Committee. To help secure donations for the raffle during Global Fest in early September we passed out donation letters to the Global Vision Week Committee to send out to business' they have contact with. Some of the committee members received quite a few donations from their letters, others did not but it was helpful.

Highlights and Suggestions:

Global Fest 2007 was a successful. The evening flowed smoothly due to the planning that went into the event and the wonderful group of people that worked together to make the event happen. I would highly suggest not planning this event alone. I was fortunate enough to have Alicia Watson and Shane Cullen working alongside me in the planning of the event. Alicia was originally going to make Global Fest her Senior Capstone Project, but that did not work out. Fortunately she stayed on board with Global Fest and took charge of putting the majority of the performance aspect of the evening together. Shane partnered with Global Fest by putting together the Ethnic Organizations' Booths aspect of the evening. Ryan Hernandez, a student coordinator in the Office of World Missions, also contributed many hours to Global Fest by assisting with arranging for IMT tech support, Lighting for the stage and a lot of help setting up the day of the event.

We began setting up on Trinity Lawn around noon. It took us all afternoon to get everything set up, though there were some down times when we were waiting for tables and/or waiting for more rock salt to arrive (which was my fault for not buying enough). One of the parts of set-up that took the longest was removing all the black tablecloths from the round tables (from the night before) and putting on the OWM tablecloths. The decoration theme for the evening was flags from around the world. We kept it simple, but I personally loved the way the entire event looked.

The performers began signing in around 4:00 pm and continued to do so until 5:30 pm. (Some performers did sign in later in the evening, but they were not the main contact person for the group) Upon check-in they received a thank you gift (donated water bottles filled with candy and a thank you note) and a meal card (if they needed one). After the performers signed in we had them drop off their music with the IMT technician.

The show was MCed by Alicia and Shane. They took the audience on a flight around the world. At each "stop" they would have changed their flight attendant or pilot outfit to fit the culture of the continent that the performers were representing. They did an amazing job.

At four different times throughout the evening we did raffle drawings. The only recommendation for this aspect of the evening is to have the MC's describe what the raffle prizes are before they draw the ticket so that those who win know what they are winning. After the tickets were drawn they were taken over to the raffle prize table where Ryan recorded all the numbers of the winning tickets (since a lot of people were not present to win) and then those who were present received their prizes. The raffle tickets could only be received for getting all five stamps on the Global Vision Week postcard filled.

The show side of Global Fest went quicker than expected, which was not a problem because all of the performers were asked to arrive at the event before the show started (as opposed to being asked to show up ½ hour before their expected performance time). Another way to extend the time would be to describe the raffle prizes in more detail, which is what we had planned for.

I attribute the evening flowing so smoothly to having a committee of people who were tied closely into the development of the vision for the event. The committee made

the event their own and it showed. Overall, this event was a great starting point for me because it required me to coordinate with so many different departments and people.

Conflicts:

-The APU Men's Basketball Team was playing UCLA at the Pauley Pavilion. The game started around 7:00 pm that evening. There were many students who did attend the game at UCLA and we did notice a decrease in attendance starting around 7:00 pm as student began to head over to the Cougar Dome to watch the game. Overall, it is not believed that the basketball game significantly effected attendance of the event.

Attached:

Performance Schedule

Budget

Map of Set-up

Donation Letter

Raffle Prize List