

TBLM Mod.4.4#1: Invention Convention Planning Committees

Timing Committee

- Consider scheduling the Invention Convention event to correspond with parent-teacher interviews, a previously planned visit by a politician (e.g., a cabinet minister, MLA, or MP) councillor, or other well-known individual.
- If other classes are invited to attend, set up a touring schedule so that teachers can sign up.

Facility Committee

- Decide on a place to hold the Invention Convention, such as a classroom, science room, gymnasium, multipurpose room, or library (plan with the teacher-librarian).
- Reserve the facility for the event's chosen date.

Guest List Committee

- Prepare a guest list a month before the event. Present the list to the school principal for input.
- Consider inviting parents, colleagues from your school and other schools, superintendents, trustees, local politicians, and school benefactors (present and prospective).
- Consider inviting a class with whom students have exchanged email throughout the *Inventions, Innovations, and Discoveries* interdisciplinary unit.

Invitation Committee

- Create invitations using graphics software. Students can create their own graphics to represent the Invention Convention event. Interesting paper can be purchased at business retail stores.
- Mail invitations well ahead of the event. Keep in mind that politicians and trustees have schedules booked long in advance.
- Write a bulletin for inclusion in the school newsletter during the month preceding the event.
- Prepare a reminder to send home with students one week before the event.
- Make name tags for guests. (Use a digital camera to make personalized photo name tags on the spot.)
- Designate an escort for each guest (coordinate with Media Relations Committee).

Internal Promotion Committee

- Promote the Invention Convention inside the school.
- Make posters and display them on school walls at least one week ahead of the event.
- Visit classrooms in the school to make a five-minute presentation about the event.

Media Relations Committee

- Invite newspaper, radio, and television reporters to record the event for the community.
- Use TBLM Mod.4.4#2: Invention Convention Press Release for suggestions on publicizing the event through a press release.
- Designate a contact person for each media representative for the day of the event (coordinate with Invitation Committee).
- Plan to videotape the event for assessment purposes (see Mod.4.5: Mission Accomplished: A Reflection) and future reference.

Furnishings Committee

- Determine whether extra tables and chairs will be needed in the facility selected for the Invention Convention event. (This is likely if the event includes a sit-down portion with speeches).
- Check whether the extra furnishings are available for loan from the local school division. Request them in plenty of time.
- Have the furniture delivered one day before the event.
- Set up the furniture the day before the event (if possible).