



Cavalcade of Authors West

Event Date: Saturday, May 2nd, 2015

Event Location: Anderson University Center, Pacific Lutheran University
12598 Park Ave S
Tacoma, WA 98447

Event Times:

Doors Open: 7:45 AM

Conference begins/doors close: 8:15 AM

Conference ends: 2:00 PM

www.cavalcadeofauthorswest.com

Twitter | Instagram: @CavalcadeWest

#coawest15

Doors Open at 7:45 AM. Please arrive quickly and expect lines. The first session begins at 8:15 and students should be ready before that.

Student drop-off (Park Avenue and 122nd)? Check-in will be by student last name. T-shirts will be picked up during check-in. Parking? Driving Directions (use link from PLU site).

As a chaperone, you may choose to participate in sessions. Please stay for an entire session.

Lunch is not included with the registration fee. Students are encouraged to bring a sack lunch. Lunchtime you should find your school!

\$\$ - lunch, BOOKS, t-shirt? Remember that there will be a signing session, so students are encouraged to purchase books for signing. Their t-shirts will also work. Jim Whiting pre-sale?

When a student commits to Cavalcade of Authors, the family or legal guardian is granting permission for the student's image to potentially appear in future publication. Cavalcade of Authors West may be attended by media organizations and the students in attendance may be recorded, photographed or have other content taken by media organizations invited by CoA West. Throughout the event CoA West will be taking photos of students engaged in workshops and Cavalcade activities. We intend to use these photos on our website or in future promotional publications and presentations. No names of students will be associated with any of the photographs.

Talk to students about appropriate phone use? Also, make sure they're prepared to write, even if they don't consider themselves a writer. Save phones for signing session or panels?

In fact, be sure to follow on Twitter and Instagram and use our official hashtag #coawest15.

Sincerely,

Carina Pierce, President, Cougar Mountain Middle School Teacher Librarian
Kari Bradley, Curtis Junior High English Teacher
Virginia Larsen, Ferrucci Junior High English Teacher
Carrie Willenbring, Bethel Middle School Teacher Librarian
Lizz Zitron, PLU Librarian
coawest@gmail.com

Schedule of Events

7:45 – 8:05 Registration/Check-in

8:15 – 8:55 Session 1

Late arrivals will miss the entire session—be on time!

9:15 – 10:00 Session 2

10:20 – 11:05 Session 3

11:05 – 11:55 Lunch

Meet with your school for lunch.

12:00 – 12:45 Session 4

1:05 – 2:00 Signing Session

**One of your sessions will include an Author Panel.*

Student Checklist

- ☑ Eat breakfast! Concessions will not be open in the morning.
- ☑ Bring your mobile phone to participate in contests, text messages at the event, take photos and to 'like' us on Facebook.
- ☑ Making signs is a great way of getting your group involved at the event. You can make signs for specific speakers, or you can create posters displaying what your school is doing in your community.
- ☑ Bring cash (debit and credit cards are not ideal) for Me to We purchases of socially responsible products that support Free The Children's development projects overseas. Me to We style shirts will cost \$25 so please bring exact change if possible.
- ☑ Bring canned goods and non-perishable food items for the We Day food collection in support of the Northwest Harvest in Seattle!
- ☑ Bring a bagged lunch. Concession stands will be open during lunch hours only and lines are extremely long.
- ☑ Bring a reusable water bottle
- ☑ Wear a Me to We style shirt or make your own t-shirt with your group!

Educator Checklist

- ☑ Keep wristbands in a safe place so you won't forget them.
- ☑ Look over the Student Checklist above and distribute necessary information to students.
- ☑ Make sure your section number is written on every student's wristband.
- ☑ Check that you have met all of your school's fieldtrip requirements and that the media notice form provided in this document is sent to all parents/guardians surrounding media coverage and filming at the event.
- ☑ Remind your students to bring cash, not debit/credit cards, and \$25 for Me to We style shirts, if they wish to make purchases at the event.
- ☑ Once you arrive at the venue, designate a meeting point for you and your students to gather after the event.
- ☑ Let the rest of your school know that they can watch We Day live via webcast and take part in classroom activities at weday.com
- ☑ Get the cell phone number of your bus driver so you can contact them on your meeting location at the end of the show.
- ☑ Note: the KeyArena at Seattle Center is not a nut-free venue. Please make sure to take the appropriate precautions with your students.