Event Guidance

Here are some suggestions for running a smooth local LEGO challenge. In advance of the event, you will want to advertise the Challenge. We have created some printable forms of a poster, Facebook header, and social media posts. You can use these as is or as a guide to create your own.

Event Registration

We encourage you to have participants sign-up in advance of the event. This will help you prepare for the event and know how many forms to print. Sign-ups can be done in person or online with the use of Google or Microsoft forms, or some other event registration tool – see _suggested registration questions_ document.

Each participant will likely have at least two people who will attend the event with them, more if they have siblings and grandparents to bring. We had 43 participants at the pilot at Lewis and Clark Library and approximately 130 people attended in total.

Room set-up

We recommend setting up tables for each age group. We suggest using different colored table clothes (we used red and blue plastic table clothes) to differentiate built-at-home and built-on-site. This let the judges know which category they were scoring. Set the tables so it is easy to walk around and view each build. You will need room for judges and attendees. Print the _Do-not-touch signs_ to display on the tables.

Entry and head table(s) (Day of Event)

You will need a space to greet each participant and give them instructions and you will need 1 or 2 people at the table. You may want a table for each contest – Build-at-home and Build-on-site. Print the _entry forms_ for each age category in advance and have them ready at the Head table. The entry forms are numbered for each contestant. These should be printed as two-sided pages and then cut in half. We recommend printing each age group on a different color of paper to help quickly sort the groups if needed.

Scoring Tally Sheets should also be printed for the registration table and the contestant's name and build title should be documented for each contestant number.

On the day of the event, each contestant should fill out the entry form when they arrive. Their name goes on the back of the card, so the judging remains anonymous. The front of the card will be used to identify the build for scoring. The contestant should write any details he/she would like to share about their build. The participants should also include

a printout of the picture used to inspire their build. These two items will be placed next to each build for the judges to review. You may want to set up a printer and be ready to print inspiration pictures for those who did not bring a printed picture.

Build-on-Site

You will need LEGO bricks and space to build during the build-on-site portion. You will also need a person or two to monitor this portion of the day. Due to space limitations, you may want to offer more than one time for build-on-site sessions. We suggest offering 45 minutes to an hour for each session. At the pilot we offered two 45-minute sessions with 15 minutes to clean up and reset between the sessions. You may also need to limit attendance depending on the LEGO to kid ratio. These items will be built and then immediately displayed for the contest with inspirational pictures and entry forms.

Judging

All entries for both contests should be on tables and ready for judging by a certain time of the day. It is helpful to have the same age entries grouped together for judges to compare/contrast. Judges will then review each entry and score it with the *rubric*.

The three scores from judges will be tallied and the highest scorers in each age group will be the winners. In case of the tie, judges will be asked to judge the tied items against each other for a new score. You will need a person(s) to tabulate the scores from the judges on *the score tally sheets* for each age group.

People's Choice (Optional)

Attendees can judge all the entries for a single overall winner chosen by the people. This can be done in many ways.

a) Set jars or cups next to each entry. Give all viewers a ticket, bean, or button and tell them to place it in the jar/cup next to their favorite build of the day. Jar with most entries is the winning build

b) Have viewers write the number of their favorite build on a slip of paper and submit – someone must count and tally the entries.

c) Create an online form and allow a single entry per person – use the entry number to vote.

Prizes

We recommend you offer prizes. You will need prizes for each age group in each contest and one overall people's choice award, which is a total of nine prizes at a minimum. We suggest offering LEGO kits as prizes and getting local sponsors or asking your Friends group to purchase these. For the pilot we chose to offer $12.00 LEGO kits to each age group winner. You may want to offer something different for the People's Choice Award. We have created *winner certificate forms* for each age group winner and runner-up in each contest. You can add details and your library logo to these before printing.

Comment Cards

We recommend having *comment cards* at the head table and box to collect them (maybe the box can be built with LEGO bricks). This will give you an opportunity to hear from attendees what they thought about the event. This can be helpful for reporting and for learning how we can improve the event.

Reporting

After the event, we ask that you complete the *evaluation* to share details about your day including the number of contestants in each age group in each contest category, the number of people who attended, and the number of people needed to run the event. The form also seeks feedback about the virtual trunk materials and about the event.