STF Tent Event FAQs

1. **What is the goal of an STF tent event?**
   Each STF Chapter will create walk-through tents related to the campaign that educate and compel students and visitors to take action related to the campaign topic. Each tent will have its own topic and take action element to engage participants in the STF campaign.

2. **Will my STF chapter need to research and create displays for all tents?**
   Each STF Chapter will be assigned a tent theme to work on at first, and then if there is time, they are invited to select a second theme to develop for a tent. We will combine the work of all the chapters to create the final traveling exhibit.

3. **How do we find out what other STF chapters are doing so we can coordinate?**
   Each STF Chapter should thoroughly document the types of displays and messaging that will be used on their assigned tent. Chapter presidents and STF Team members will share that information with the other Chapters.

4. **What logistics need to be worked out for the tents?**
   Every STF school will have a different process for getting permission to display the tents on their campus. In the early weeks of planning, each STF Chapter should discuss the timelines and types of forms or permission needed for hosting the event at your school. Reserve a date for your event, after confirming tent availability with your STF Team member.

5. **How will the tents be transported to my school?**
   The STF Team will coordinate with you to have the tents on campus for the event. If possible, please plan for guest parking to make it easier to carry materials onto campus.

6. **Do we need to know everything on each tent topic?**
   No. The STF Team will help you to identify talking points for each topic, but we hope that over time, your Chapter will become more conversant in all topics.

7. **What action will we have students do at the event?**
   Each tent will have a specific action that may include signing a petition, sending messages to public officials, sharing personal thoughts on a question, etc. The purpose of the advocacy is to create awareness of the issues presented and generate support for the overall campaign.

8. **What would an experiential tent event look like?**
   This will depend on the school. Some schools will be able to have full-day or half-day events, and some will only be able to host the event for specific periods. Four tents will take approximately 60-90 minutes to assemble on site, and STF students should plan for an early morning set up. Once built, the event should be staffed by the STF Chapter to help guide classmates through the tents. Time also needs to be planned for taking down the tents – about 30-45 minutes.

9. **What do we need to do in the weeks following the event?**
   The STF team will continue to work with your chapter to create events related to international children’s rights. These may be film screenings, guest speakers, advocacy and lobby visits, or other projects that your club identifies.
STF Tent Event Development Timeline

WEEK 1 – Introduction
Goal 1: Learn about the experiential tent event and how it will work on your campus.
- Have general discussions about the event including the goals, overview of the tasks and how to work with other STF Chapters to create the materials.
Goal 2: Discuss selecting and reserving a date for the event
- Consult with STF Team and discuss a target date and location for having the event on campus.
- Decide best way to invite teachers to sign up their classes with Teacher Advisor.

WEEK 2: Tent Topic Research
Goal: Become informed about assigned tent topic.
- Review “How to Set Up an STF Tent Event” PowerPoint to see tents set up and discuss tent topics (which are determined by the campaign theme).
- Each Chapter is assigned one tent topic to start. As a Chapter, review background information and discuss assigned issue. Members should continue their research at home. This process will be repeated for other tent topics as time allows.

WEEK 3 – Brainstorm Design
Goal: Brainstorm and prepare materials for assigned tent topic.
- Discuss research on assigned tent topic.
- Decide on messaging, displays and plans for your tent.
- Assign committees to develop materials (including a script) and start building elements.

WEEK 4 – Construction
Goal: Build and finalize all materials and prep for sharing.
- Collect and inventory all completed materials, including scripts, at the end of the meeting.
- Follow up with any logistical issues on campus (permission, confirm date/times).
- Begin advertising the event at least 2 weeks out.

WEEK 5 – Review Other Tent Topics
Goal: Assign members to become specialists on all selected tent topics.
- Assign roles for “day of” activities, including set-up, tear down, who manages which tent, etc.
- Have members become experts on designated tent topic.

WEEK 6 – Presentation (week of the event)
- Confirm you have all necessary materials.
- Set up exhibit before school in the morning. Make sure someone is always with the tents for security.
- Share activity materials with the teachers bringing their classes
- Guide classes, school groups through the tents and encourage action.
- Celebrate all your hard work and a successful event!

WEEK 7 – Follow up
- Return to the classes that attended your event, thank them for participating, offer to answer questions and give a brief recruitment pitch.