Congratulations!
By hosting a Water Festival, you can positively impact students, teachers, parents and the planet. This short guide, in combination with Project WET activities in the Project WET Curriculum and Activity Guide 2.0, provide what you need to know to get started, make plans, set up and successfully complete your event.

Water Festivals are a fun way to get children active and to learn about water at the same time. They are appropriate for children in third grade and above.
Venue: Contacting a School
The first thing you need is a place to host the Water Festival. Schools are ideal locations because you need a relatively large open space such as a schoolyard, playground or gymnasium. Water Festivals are best held outdoors but can also be held indoors due to weather or safety issues. Here are some tips for securing a school venue for a Water Festival:

- If you know someone at the school, start with that person. Ask for an introduction to the principal or head of school.
- If you don’t have a personal connection, call or email the principal or head of school to ask for a few minutes of his/her time.
- Explain your goals, expectations, time needed (see below) and what students will gain (hands-on learning about watershed stewardship, healthy hydration, water conservation and actions they can take to keep themselves and the planet healthy).

Alternative Venues
Alternative venues for hosting a Water Festival include parks and community centers. However, using a venue outside of a school means coordinating transportation of children to the Water Festival site. While possible, this requires additional permissions, logistics and costs. For this reason, Project WET recommends working with a national or local children’s group to organize any non-school festivals.

Audience
The activities in the *Project WET Curriculum and Activity Guide 2.0* are designed to be used with children ages 7 and up. Elementary and middle school students are ideal audiences. If you are presenting to students of different ages, consider forming groups based on age or grade. For example you may organize a festival for all of the 4th and 5th grade classes at the school and have students rotate stations as a class. Combining students with a significant grade gap is not advised.
Tips on Generating Interest in a Water Festival

• Work with local schools and organizations
• Consider summer camps; Water Festivals work well in the camp setting
• Find sponsors such as corporations or businesses located near you
Agenda
Student groups at Project WET Water Festivals rotate among several educational stations. At each station, students focus on learning something new. Allow 20-30 minutes per station, plus about five minutes for students to transition between stations (and presenters to regroup), keeping in mind school-day schedules as you are planning. Here is a sample agenda for a Project WET Water Festival.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Minutes Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00pm</td>
<td>Students arrive&lt;br&gt;General introduction to Water Festival&lt;br&gt;Students are split into four groups</td>
<td>10 minutes</td>
</tr>
<tr>
<td>1:10pm</td>
<td>Group 1 to Station 1 (Group 2 to Station 2, etc.)</td>
<td>5 minutes</td>
</tr>
<tr>
<td>1:15pm</td>
<td>First Station</td>
<td>20 minutes</td>
</tr>
<tr>
<td>1:40pm</td>
<td>Group 1 to Station 2 (Group 2 to Station 3, etc.)</td>
<td>5 minutes</td>
</tr>
<tr>
<td>1:45pm</td>
<td>Second Station</td>
<td>20 minutes</td>
</tr>
<tr>
<td>2:10pm</td>
<td>Group 1 to Station 3 (Group 2 to Station 4, etc.)</td>
<td>5 minutes</td>
</tr>
<tr>
<td>2:15pm</td>
<td>Third Station</td>
<td>20 minutes</td>
</tr>
<tr>
<td>2:40pm</td>
<td>Group 1 to Station 4 (Group 2 to Station 5, etc.)</td>
<td>5 minutes</td>
</tr>
<tr>
<td>2:45pm</td>
<td>Fourth Station</td>
<td>20 minutes</td>
</tr>
<tr>
<td>3:10pm</td>
<td>Event ends – Optional wrap -up remarks</td>
<td>5-10 minutes</td>
</tr>
</tbody>
</table>

Stations/Rotation
In the sample agenda shown, students are split into four groups; however, you may have a festival with more or fewer students by changing the number of stations or breaking students into different rotations. For example, if you have fewer students, you can select three activities instead of four. If you have more, you can set up duplicate stations. To ensure students get the most out of your event, try to keep each group to 20-30 students.
Materials
Having one person in charge of assembling all of the materials for the activities will ensure that each station has the materials needed to conduct the Project WET activities at the Water Festival. Activity materials should be collected well in advance and divided into boxes labeled by activity to make everything more streamlined for the festival.

In addition to the materials needed for the activities you choose from the Project WET Curriculum and Activity Guide 2.0 (suggested activities listed at right), you may also need:

- Name tags (and markers to write on them)
- Folding tables
- A camera
- Photo releases (see below)
- Banner(s)
- Project WET children’s activity (KIDS) booklets to leave behind with the students (available on store.projectwet.org)

Photo Releases
Provide photo release forms to the school and have parents sign them before the event so that you can take photos and videos at the event.
Roles
Allow approximately two to six educators or volunteers per 20-30 students. It’s a good idea to put together preparation instructions for each role prior to your event. Here are the roles that will need to be filled (each person can perform more than one role):

- Leading an activity station
- Supporting the leader
- Helping small groups of students
- Recording data during the activity
- Handing out and collecting activity materials and student activity booklets during and after activity
- Keeping students on task
- Leading students to the next station
- Photography and videography