

# Maker Day Guidelines

The Maker Day Guidelines are designed to help you navigate the logistics of Maker Day and to help make the event a positive and memorable experience. Outlined in this document are the rules and regulations we expect everyone to follow in order to make Maker Day safe and enjoyable for all Girl Scouts.

Please review the guidelines in this document before submitting an application to participate. All applications must be submitted online using the following link: <https://www.surveymonkey.com/r/makerapplication>. A copy of the application can be found at the end of this document. Use this copy to help prepare for your online submission.

You will receive a confirmation e-mail if selected to participate. By responding with 'ACCEPT' you agree to our terms, have read Maker Day Guidelines, and we can count on your participation.

We look forward to seeing you at our Girl Scout Maker Day!

Girl Scouts Nation's Capital is seeking applications from Girl Scout Makers—from Daisies to Ambassadors who are passionate about hands-on learning—to exhibit their projects through a demonstration or presentation. The best participants are mature young girls and their adult mentors who are willing to explain, demonstrate, and share their project with others. Troops may also apply if they have made something collectively.

Makers who apply to participate must:

- Have a project in the field of science, technology, engineering, art, mathematics, or music that is sturdy, safe, and able to withstand a considerable amount of handling by visitors.
- Educate and engage visitors on the process of “making” with a demonstration, presentation, or hands-on workshop. Maker Day is a hands-on, minds-on event for all ages. Exhibitors will engage visitors by showing what it means to really make something—teaching techniques, showcasing tools, and demonstrating both the perfect and not-so-perfect products of their labor.
- Commit your time to set up, demonstrate, and clean up your exhibit.

Makers who apply must also have an adult manager responsible for the coordination and supervision of their participation up to and throughout the Maker Day.

The adult manager must be willing to:

- Coordinate and manage the needs of the maker(s), ensuring that projects are completed on time and meet the requirements necessary for exhibition.
- Respond to all correspondence from Council staff and Maker Steering Committee members.
- Arrange transportation and attendance for the event and ensure booths are filled by adults who can manage behavior during the exhibition time.

Here are a few topics of the type of projects young makers are working on:

- Individual and group projects
- Robotics
- 3D Printers and CNC Mills
- Textile arts and crafts
- Home energy monitoring
- Rockets and RC toys
- Sustainable, recycled and repurposed creations
- Green Tech
- Woodwork, ceramics
- Radios, vintage computers and game systems
- Electric and human-powered vehicles
- Biology/Biotech and Chemistry projects
- Puppets
- Kites, lanterns, origami
- Arduino, Raspberry Pi, and other microcontrollers
- Unusual tools or machines
- How to fix things or take them apart (vacuums, clocks, washing machines, etc.)

## **Maker Checklist**

- Read the Maker Day Guidelines to help plan your exhibit set up and learn what to expect at Maker Day.
- Respond to confirmation e-mail with the word 'ACCEPT' once selected to participate.
- Create the best way to demonstrate or showcase your project. Determine what props you will use to decorate your area (e.g. tablecloth, supplies, descriptive signage, etc.) to share how you made it and enhance the visitor experience.
- Think about how to keep your exhibit safe for visitors.
- Start a checklist of all the items that you need to bring to Maker Day. Think about who will help you set up and how to pack for easy load-in. Please come to Maker Day prepared with all that you require for set-up.
- Determine who will help you staff your exhibit during the event. Exhibits cannot be left unattended at any time.
- Plan to set up your exhibit Saturday morning.

## **Deadlines**

March 31 – submit application by 11:59 pm

April 7 or upon receipt – ACCEPT your participation with your Confirmation Letter

## **Key Dates**

The event space will be available for exhibit set-up:

Saturday, May 6, 10:00-12:00 pm

Showtime:

Saturday, May 6, 1:00 – 4:00 pm

Teardown:

Saturday, May 6, 4:00 – 5:00 pm

## **Maker and Exhibit Overview**

Maker Day is designed to be fun and interactive, so we encourage makers to create their own look and feel within their booth.

Your exhibit space will be identified as your assigned area, and you will have the freedom to creatively MAKE your exhibit! The spaces will be subdivided into 8 x 8 areas unless you have stipulated that you need a larger area and/or you will curate your space with an association or a group of makers. We cannot guarantee that the larger space you request will be available. All spaces will have access to power and internet if you have advised us that you need it. All makers will be provided with tables and chairs.

## **Exhibit and Set-Up Details**

We will provide one 5 foot table and one chair if standard set-up is requested. Please plan to bring anything else that you would like to have, such as extension cords/power strips and any hardware or

supplies that will help you display your project. Feel free to make signs for your exhibit that will help the visitors understand what you are making.

Please review the following details before completing your application:

- **Signage:** We will make an 11 x 17 sign for your exhibit area that will include your project name and description based on what you submitted in the application. Descriptions will be edited for length and space, as appropriate. If you would like to provide an updated description please e-mail [styler@gscnc.org](mailto:styler@gscnc.org) by **May 1**.
- **Internet Access:** Wireless service will be provided throughout the event. If your project could interfere with the wireless service, please let us know so we can accommodate you and your Girl Maker neighbors.
- **Electricity:** If you provide details of your power requirements, we will make certain you have power available at your exhibit area. Please bring your own surge protectors and/or power strips for power distribution at your site. On-site power requests cannot be guaranteed. Any excessive power will require approval.
- **Tables and Chairs:** We will provide one 5 foot table and one chair if you selected a standard set-up. Makers are responsible for bringing any equipment needed to support their exhibit.
- **Safety Barricades:** If the nature of your exhibit requires safety barricades please bring all necessary equipment to ensure visitors are safe.
- **Water:** If your exhibit requires any form of water, please plan accordingly.
- **Radio Frequency:** Due to the nature of the event, we need to know if you plan to use radio frequencies and if so, what frequency and/or frequencies and the amount of power you are using so we can coordinate placement and usage.
- **Fire and Safety or Hazard Issues:** If your project can be considered hazardous or a safety concern, please be sure to notify us as soon as possible.

### **Load-In**

Saturday, May 6, 10:00-12:00 pm

As you unload your vehicle, please be mindful of others behind you waiting to do the same. We suggest you unload at the curb, park your car, and then come back to take everything inside and set up. There will not be wheeled carts to transport your belongings. Please plan on bringing your own if you have heavy items.

### **Check-In**

Please follow signs to the check-in area. You must check in to receive your booth assignment.

### **Getting There**

Northern Virginia Community College – Annandale Campus  
Richard J. Ernst Community Cultural Center  
8333 Little River Turnpike  
Annandale, VA 22003

**From the Capital Beltway (I-495)**

Take Exit 52-A (Little River Turnpike) west towards Fairfax  
Make a left at the third traffic light (Wakefield Chapel Road)  
Once on Wakefield Chapel Road, the campus will be on your left

**From I-95**

Take I-495 toward Tysons Corner  
Take Exit 52-A (Little River Turnpike) west towards Fairfax  
Make a left at the third traffic light (Wakefield Chapel Road)  
Once on Wakefield Chapel Road, the campus will be on your left

**From Route 66**

Exit onto the Capital Beltway (I-495 toward Richmond)  
Take Exit 52-A (Little River Turnpike)  
After approximately 1/2 mile, the college will be on the left-hand side

**From Route 50, Fairfax Area**

Take Route 50 to Route 236 (Little River Turnpike)  
Turn right on Wakefield Chapel Road  
Once on Wakefield Chapel Road, the campus will be on your left

**During the Event**

Breaks: Each maker exhibit must be staffed at all times. There is no food for purchase; you may bring your own snacks and WATER ONLY. No beverages are allowed with dyes.

Electrical: Please make note of your power usage to insure you have what you need and you will not create a problem for your fellow makers. Most consumer electronic devices have a little label on them that will tell you how many watts or amps they draw. In the U.S., most power is 110 volts (though electric dryers typically need 220 volts). As a quick reference, you can convert Watts to Amps by dividing Watts by Volts (typically 110). Example, a 500 watt bulb requires a 4.5 amp circuit.

**Wrapping Up**

Teardown: Teardown begins after 4:00 pm on Saturday. All exhibits must be intact and open to visitors until that time. Exhibits should be removed by 5:00 pm Saturday.

Disposal: Recycling and general trash receptacles will be available. We appreciate your exhibit being cleared completely.

## Maker Application: Girl Scout Maker Day

Please complete this application with as much information as possible. Applications are due by 11:59 pm March 31. Council has gathered a Maker Steering Committee who will review all applications and decide who the best fit for the event is. Makers will be selected on how unique and impressive their project is. We will also look for projects that are interactive and that highlight the process of making things.

If you are selected you are expected to respond to all communication from Council staff. Failure to respond to e-mails or phone calls will result in your application being dismissed.

### KEY DATES

Application Deadline: March 31

Acceptance Notifications: April 7

Event: May 6

Name

Company

E-mail

Phone #

Address

Troop #

Association and Service Unit #

Type of Participation

\*Girl Scout Maker – individual or troop

\*Commercial Girl Scout Maker (primary focus is sales – Girl Scouts only)

If you would like to sell your homemade items at Maker Day, please be prepared to demonstrate how you made your creation. All makers must include an interactive demonstration to teach others about their making skills. Commercial makers are responsible for their own business transactions – whether it be via cash, credit card, barter, or some other means. (NOTE: No food will be allowed for sale.)

\*Girl Scouts Nation's Capital Program Partner

\*Business/Corporation/Non-Profit

Project/Exhibit Name

Project/Exhibit Description

(Please be as detailed as possible to help us in our selection process.)

Does your project/exhibit include a hands-on activity?

Space Needed

\*One Standard Set Up (8x8 area that includes one 5 foot table, one chair)

\*Two Standard Set Ups (8x8 area that includes two 5 foot tables, two chairs)

\*Other: \_\_\_\_\_ (We cannot guarantee that the larger space you need will be available. We will do our best to accommodate.)

#### Noise Level

- \*Normal – does not interfere with conversation
- \*Amplified – adjustable level of amplification
- \*Repetitive or potentially annoying sound
- \*Loud
- \*Other: \_\_\_\_\_

#### Electrical Requirements

- \*None
- \*Station for charging devices
- \*5 amp circuits (0-500 watts, 120v)
- \*10 amp circuit (501-1000 watts, 120v)
- \*15 amp circuit (1001-1500 watts, 120v)
- \*20 amp circuit (1501-2000 watts, 120v)
- \*Other: \_\_\_\_\_

#### Internet Requirements

- \*I do not need internet access
- \*It would be nice to have WiFi access
- \*My exhibit must have WiFi access to work correctly

#### Radio Frequencies

If your exhibit uses radio frequencies, please elaborate here about what frequency your exhibit uses.

#### Safety

Does your exhibit require a safety plan that you will supply to us?

Yes

No

Anything else we should know about your project?