SUMMARY OF PARTICIPANTS

Total Number of Tables: 45 (8 foot), 12 (48 inch rounds), 145 chairs
Tables Serving Food: 22

Countries / Regions Represented:

Belgium
Botswana
Brazil
Cajun Louisiane
China
Cuba
El Salvador
France
Germany
Guatemala
Haiti
Honduras
Hungary
India
Italy
Japan
Mexico
Morocco
Nicaragua
Nigeria
The Netherlands
The Philippines
Puerto Rico
South Korea
Spain
Sweden
Venezuela
Vietnam

Other Tables:
Ignacio Volunteers
Los 15 Principales (radio DJ)
Peace Conference
Study Abroad Belgium
Study Abroad Business in Europe
Study Abroad China
Study Abroad India
Study Abroad Italy
Study Abroad CIE
Dining Services (2)
inBUS/ISA/Raffle
Supplies (2)

Summary of Fair

• Cost: ISA requested $7,172.89 from SGA for the Fair and initially received $5,172.89 which was the requested amount minus $2,000 for the food reimbursements. However, ISA was able to be secure the food money in the post-allocation process.
• Location: The Fair took place in the Peace Quad.
• Entertainment: Entertainment was provided by Houston Kaminari Taiko.
• Set Up: Set up began around 9 AM when the tables arrived and cleanup was completed by 6:30 PM.
• Reviews: Overall, the Country Fair received very positive reviews from the participants. Suggestions for improvement included louder music, softer music, more variety in entertainment, require country quizzes before giving food and more advertisement.
Recommendations from Evaluation Forms, CIE Meeting & ISA E-Board Meeting

1. Should the Country Fair be a fundraising event?
This year we eliminated the raffle because last year it only raised $87. Instead, we focused on trying to get donations by having donation jars at every table. Nobody donated. Another idea that we had that we didn't do this year is to charge $2 for anyone who wants to eat food at the Fair (they would get a bracelet so that people at the table would know that they had paid). Perhaps it's best to just give up all together on trying to make money at the Fair??

2. Catering:
- Request large coolers and ice for storing drinks in the contract (we asked for these the week of the Fair this year).

3. How to spread the word further about the Country Fair:
- Some other advertising methods that we didn't do this year: handing out small cards, students/professors making announcements in classes, announcements at student organization meetings, yard signs and writing on chalkboards in classrooms.

4. SGA funding process:
- Have treasurer start working on budget request in the spring semester.
- Request funding for yard signs.
- Request less $ for Sam’s Club next year since we won’t need as many supplies and more tables for food.
- Continue ordering sustainable ware from Dining Services and request more plates next year (this year we requested 300 in addition to the 300 we already had).
- Request money for 12 “flats” of soda.

5. Entertainment
- Have the student DJ (if he’s available again) collect music from the CF participants further in advance, but don’t broadcast the Country Fair live (too logistically challenging).
- Make sure that the DJ doesn’t just play Latin music.

6. Information given to participants
- Encourage tables to create short country quizzes that people have to answer in order to get food. For example, Germany had people pick a number and then whichever number they got was the question they had to answer (i.e. name 3 cities in Germany).
- Encourage students to bring a lot of food – make sure they know that at least a couple of hundred people will come.

12. Table layout
- If held outside, form concentric circles as we did this year, but don’t put any round tables in the foreground near the entertainment.

13. Supplies
- Be sure that we have enough packing tape, packing tape and pens in advance of the fair.
- Provide study abroad information at each of the country tables and tape evaluations to each table.

14. Preparation
- Put in work order a couple of weeks before the CF for the baskets to be brought down on Thursday.
- Create a designated clean up team with designated duties (i.e. evaluation collection, jar collection, wire basket collection, etc.)
- 3 carts from Res Life are helpful for cleanup and returning items to CIE after event, but check out carts through the office rather than using IDs.
- Remember to bring serving spoons and knives along with other supplies.