

# Alive! Mental Health Fair -- Rider

## Management:

### **Coordination:**

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Email is the best way to set up a time and date to go over the details of the setup below.

### **Booking:**

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## **GENERAL DESCRIPTION OF ALIVE! MENTAL HEALTH FAIR**

The Fair consists of 4 interactive stations and an optional lecture/documentary screening component held in a separate room. The Fair is typically held from 10:00 AM till 2:00 PM (unless otherwise agreed to).

The Fair can be held either indoors or outdoors (if the fair is held outdoors, the host is required to provide tents). The Fair can be customized to include on and off campus resources. The Fair can be part of a larger mental health event on campus (i.e Wellness Week).

The Fair organizers conduct a raffle/drawing to help attract students to participate in all the activities of the fair. The Fair organizers supply prizes to raffle off, at no additional charge to the school, but recommend that the school donate items such as hoodies, coffee mugs and t-shirts with the school logos on them to increase student participation even more. Each of the students who enter the raffle must participate in each activity of the fair and fill out an outcome form with detailed information that will be given to the school to evaluate both the effectiveness of the fair and the strengths and weaknesses of the school's suicide prevention programs and/or mental health counseling and support.

The lecture component of the Fair can be held in a classroom or auditorium, preferably within close proximity to the activity stations.

## **ALIVE! MENTAL HEALTH FAIR REQUIREMENTS**

The list below helps facilitate the best possible event on your campus.  
We are happy to go over the list on a point by point basis during the planning phone call.

### PARKING:

Booking entity agrees to provide, without let or hindrance from any local authority, traffic warden, etc. sufficient parking for 1 van nearest to the venue. Additional parking passes may be needed for Fair team members, and the Fair organizers will notify the booking entity in advance as to how many passes may be needed.

### LOAD IN / OUT:

Venue must provide access to venue 2 hours prior to, and 2 hours after the Fair.  
Venue must provide vehicle access for load in/out.

### SPACE REQUIREMENTS:

1. For the 4 interactive stations, 1,000 square feet of space is ideal for indoor set up but can be done in a smaller venue. The goal is to have the location the highest traffic area such as Student Union or in/near the Cafeteria where students pass by (unless otherwise agreed upon).

- a) The Fair will need 4-6 tables. Ideally, 6' long tables work best, but 8' long tables can work just as well.
- b) The Fair will need 3-6 chairs (3 chairs can be used to hold the canvas frame).
- c) Venue must provide **4 hand towels** and **a 6 pack of water** during the set up.
- d) The booking entity must provide **one meal voucher for each volunteer** supplied by Alive! Mental Health Fair. Those vouchers or other means by which lunch can be obtained on campus **must be delivered at the time of set up** so when there is downtime for the volunteer to be able to get lunch they can do so without delay.
- e) The Share a Secret Exhibit consists of 100-200 images ranging from 4"x6" to 11"x17". To be able to post the exhibit in a professional manner, the ideal setup is **moveable partitions** that allow for push pins or velcro to be attached. See embedded photos for examples of how the exhibition can be set up and displayed. Alternative ways to display the secrets can be discussed during the planning phone call.

2. For the classroom/auditorium, the size of the room will depend on the demand and pre-event sign ups to attend the lecture/documentary components. The more students sign up to attend the documentaries in advance, the bigger the room. The logistics of this will be discussed during the Fair planning phone call.

- a) The basic audio/video needs are: **projector for DVD and powerpoint presentations**, a **large screen**, and a wireless mic if the room is an auditorium.
- b) Sound system in the classroom or auditorium should be set up by the time Alive! Mental Health Fair arrives for load-in. Speakers must be allowed a sound and video check prior to admittance of the audience into the venue.
- c) If the space is an auditorium, and the school is going to have counselors available for Q&A after each presentation, it is recommended to have one microphone for each of the participants.
- d) It is also a good idea to provide **a couple of extra extension cords** in case they are needed.

### CUSTOMIZED CANVAS ART and CANVAS FRAME

The purpose of the Graffiti Art station is to have as many students and attendees as possible to add their creative talent, inspirational phrases to the pre-populated canvas.

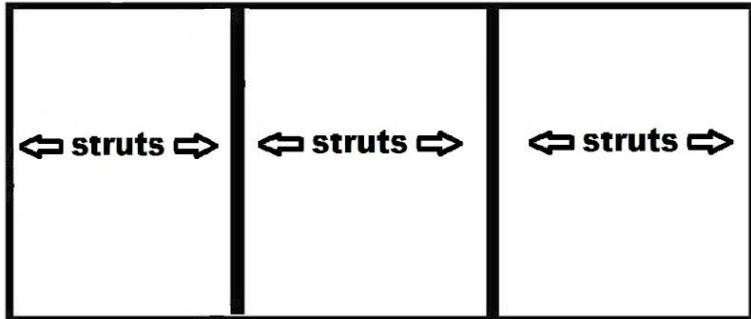
1. The canvas will be pre-populated with the school's name, logo or other words that the booking entity chooses, to help the students identify with the exhibit as belonging to them and their school. The Fair organizers include the customized canvas as part of the cost of the fair.
2. **The Fair organizers encourage the school to provide the frame that the canvas will be stretched onto.**

The finished outside dimensions of the frame are 48" by 72". The frame should ideally be made out of 1" x 4" pine with cross supports. See embedded diagram of the frame.

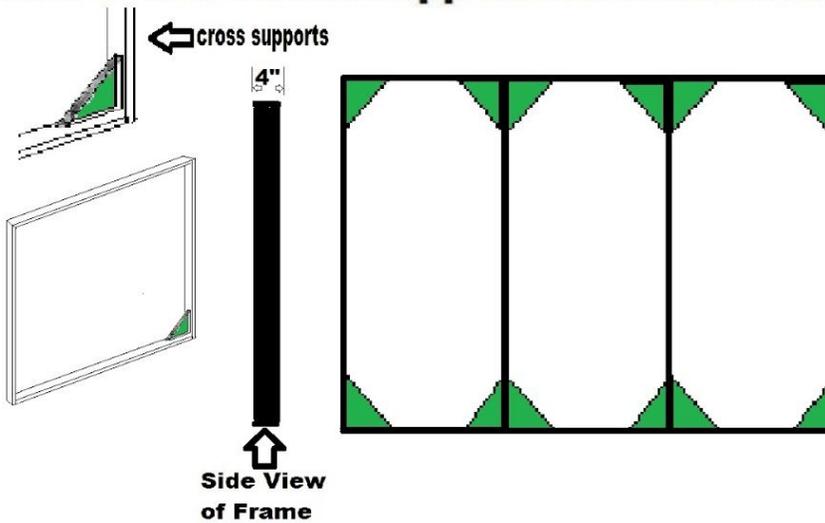
**If school facilities team is unable to build the frame, the Fair organizers will provide one, or ask a local company to build it. The school gets to keep both the frame and finished canvas to display as it chooses. There is an additional \$200 cost associated with the Fair organizers providing the frame.**

The school will be given the art work at the end of the fair. The writings and artistic creations can inspire students for semesters to come and provide a reminder of the fair's impact in educating students about

suicide and other mental health concerns. The responsibility for where to hang the canvas defaults to the school administration in charge of booking the fair. The Fair organizers are not responsible for disposing of the artwork after the event if the school chooses to not to keep it.



**48" x 72" x 4" Use 1" x 4" pine w/ struts every 24" and 1" x 4" cross supports at each corner**







Examples of Share A Secret Exhibitions





