



Julia Robinson Mathematics Festival[®]

Host	JRMF	Timeline
Decide on grade levels and target number of students for festival		2-3 months in advance
Find facility for festival		2-3 months in advance
Schedule the festival – allow 2-3 hours for festival and time as well for set-up of tables, chairs, etc.		2-3 months in advance
Create a budget covering: <ul style="list-style-type: none"> ➤ copying ➤ snacks ➤ rental of equipment ➤ rental of space ➤ materials for activities ➤ honoraria 		3 months in advance
Find funding for budget items		2-3 months in advance
Advertise and communicate information about the festival to the community. Examples are: <ul style="list-style-type: none"> ➤ Social media ➤ Emails ➤ Flyer or brochure 	Advertise festival on our website (jrmf.org) JRMF can provide a flyer template if needed Send emails to our distribution list for host's geographic region if needed	6-8 weeks in advance
Open registration for festival	On-line registration for students attending the festival	6-8 weeks in advance
Find table leaders (with backgrounds in mathematics)	We can help find additional table leaders if needed	6-8 weeks in advance

Prepare problem sets: select problems and obtain auxiliary materials.	Assist in selecting problem sets	6-8 weeks in advance
Confirm that table leaders are coming shortly before the festival		10-14 days in advance
Create signage: <ul style="list-style-type: none"> ➤ Identify activities for each table ➤ Direct participants in the venue ➤ Display at least one large JRMF banner 	JRMF can provide templates for these items.	10-14 days in advance
Make copies of problem sets		10-14 days in advance
Train facilitators	Provide support materials for problem sets;	When appropriate (can be as late as the day of the festival)
Set up tables and chairs Pencils, pencil sharpener Scratch paper	Table Leader Training (usually an hour before the festival)	Day of the Festival
Provide breakfast or snacks for table leaders , snacks for students (optional)	Send or bring an assortment of puzzles, games, and manipulatives on the day of the festival On-site registration (either host or JRMF)	Day of the Festival
Collect and store materials		End of day of festival
Invite attendees to complete a post festival questionnaire: <ul style="list-style-type: none"> ➤ Students ➤ Parents ➤ Facilitators 	JRMF provides link to on-line questionnaires	End of day of festival
Send participants' feedback and your own feedback to JRMF	JRMF has a form on line for feedback from organizers	End of Festival

For more information, questions, or support, please write to info@jrmf.org.