

## What is an Expo?

The culminating event for the *FIRST* LEGO League Jr. program is an Expo. An Expo provides team members with an opportunity to showcase what they have learned with their families, friends, and community in a fun, non-competitive way. Expos generally last two to four hours, depending on how many teams are participating. At an Expo, team members share their personal experience with the Challenge topic and what they learned by working as members of a team.

All teams showcase their LEGO model, *Show Me*

poster, and research with other teams, Volunteer Reviewers, and anyone else attending the Expo. Reviewers meet with each team individually to ask questions and learn more about their projects. At the end of the Expo, teams participate in a Closing Ceremony with awards and a High-Five line. Every team member receives a participation certificate.

The next several pages are intended to help you learn how to plan and host a successful Expo.



## What steps do I need to take in order to plan an Expo?

### Select a Date and Venue

- Check with Coaches regarding their availability and the availability of team members. Then select a date and time, and begin the organization process.
- When considering venues, try to select one that is large enough to provide space for at least 10 people per team in the area where teams will be displaying their models and *Show Me* posters. The venue should also include additional space for other activities, including the Closing Ceremony. Keep in mind that team members might be accompanied by parents, grandparents, siblings, and friends.
- Consider whether the venue will allow for a separate space for Reviewers to meet with individual teams. Due to the volume of people attending an Expo, it can become loud and difficult for teams to present their information unless they can do so in a more removed, quieter area.
- Be sure to account for any technical needs, such as a sound system and speakers for music (if you choose to include it in the Expo), as well as access to outlets and power cords. Keep in mind that some teams may bring a laptop to mechanize their models, and try to make sure that these teams can be near accessible outlets.
- Taking into account the available space at the venue you select, determine whether the Expo will be a public event or an invitation-only event.

## Plan the Agenda

- Establish a schedule for the day. Keep in mind that every Expo must have time for teams to meet with Reviewers, as well as a Closing Ceremony with a High-Five line.
- See an Example Expo Schedule on p.7.

## Promote the Expo

- Begin promoting the Expo early to allow those involved in the program as well as community members to make arrangements to attend.
- Hang up Expo posters and pass out Expo flyers to help advertise the event.
- Post the Expo information to your organization’s website and social media channels.
- You may also want to get permission to post the Expo information on the website(s) of team members’ school(s) for interested families.
- Send out Expo invitations to team members.
- Be sure to let everyone involved in the Expo know what time you would like them to arrive. Keep in mind that teams will need to set up their displays (*Show Me* posters and models), and Reviewers may want time to look over their questions for the event.



## Recruit Volunteers to Help on the Day of the Expo

- Volunteers can offer considerable support during an Expo.
- Try asking community members, parents, college students, employees of local businesses, etc. to serve as Volunteers.
- The table below shows some of the roles that Volunteers can fill during an Expo:

Volunteer Roles	
<b>Reviewer</b>	You will need two Reviewers for every five to seven teams. Reviewers visit teams in the main Expo display area and/or meet with teams in a separate area. They ask team members about their research, their model, and their <i>Show Me</i> poster. Reviewers provide positive feedback and write down notes to help with awards later. If you are providing team awards, Reviewers help assign them. All Reviewers should participate in the High-Five line at the Closing Ceremony.
<b>Emcee</b>	The emcee is the announcer for the day. This role can be filled by one of the Reviewers or organizers of the Expo.
<b>Activities Supervisor</b>	Volunteers in this role help to supervise the activities available for team members, siblings, and other children at the Expo.

- Try to engage family members, and ask if any are able to participate in one of the above roles and/or help with venue setup, check-in/greeting, cleanup, etc.

## Plan Activities for Teams to Participate in, When Not Meeting With Reviewers

- Team members may lose interest if they do not have something to do before and/or after they meet with Reviewers.
- Plan some activities for team members, their siblings, and other children at the Expo to participate in to add to the experience.
- Be sure to consider the supplies you will need for each activity and who will supervise them.
- Possible activities could include arts and crafts, LEGO® free building, face painting, drawing about the Challenge theme, puzzles, etc.
- See the Suggested Team Activities on p. 9 for more information and ideas.



## Gather or Purchase Other Supplies

- Decide if you will provide complimentary refreshments and/or make refreshments available for purchase during the Expo. Refreshments are not required, but if you decide to offer them, let participants know in advance.
- Print a participation certificate (available via the *FIRST* website) for every team member. Consider printing some additional blank certificates to have on hand just in case you need more on the day of the Expo.
- If you would like to give out team awards as well, you must choose specific awards from the Standard Awards List (see p. 10–11), and all teams must receive an award. Reviewers can help with assigning these awards to teams. If you decide to give out team awards, determine what you will use for each award (a certificate, model, etc.), and gather or purchase any required materials.
- It can be helpful to have one or more “media” carts available to help teams transport their *Show Me* poster and model to and from the area where they will meet with Reviewers. If you do not have any carts, consider borrowing or purchasing one or more before the Expo.
- Purchase any other supplies you will need for the day of the Expo.

## Hold a Brief Meeting for Reviewers

- It is important to inform Reviewers of their tasks via a brief, in-person meeting. This meeting should be held before the Expo begins – either leading up to the Expo or on the same day as the Expo.
- Review the fundamentals of an Expo, and ensure that Reviewers understand all facets of the Expo, including:
  - The fact that the Expo is a non-competitive event
  - The Challenge theme and tasks
  - The rules of the LEGO® model
  - The rules of the *Show Me* poster
  - The Closing Ceremony and High-Five line

- Let Reviewers know that all participants will receive, at a minimum, a participation certificate.
- Instruct Reviewers to be considerate and kind when reviewing teams' models and *Show Me* posters. Make sure Reviewers know that their role is not to judge teams, but rather to show interest in each team's ideas and experiences. Spend some time reviewing the Sample Reviewer Questions on p. 8.

## What should I do on the day of the Expo?

### Set Up the Venue

- Prepare tables where teams can set up their *Show Me* posters and models. Team members will be standing around their poster and model to talk about them as people walk by to see what they have done. Try to allow enough room so that team members and families can gather around the displays.
- If you have a separate space for Reviewers to meet with individual teams, prepare this space as well.
- Test any sound systems or other technology that you will be using during the Expo.
- Make sure you have enough outlets and extension cords available for teams that might need them.
- Set up enough seating for Coaches, team members, and families to use during all parts of the Expo.



### Prepare and Support the Reviewers

- Provide Reviewers with the Sample Reviewer Questions (see p. 8).
- Make sure that Reviewers meet with every team.
- Remind Reviewers to stay for the Closing Ceremony so they can participate in the High-Five line.
- Encourage Reviewers to keep their tone upbeat and fun throughout the Expo!

### Welcome Participants

Start your event with an exciting introduction and a few housekeeping items for the day:

- Welcome teams and families.
- Go over the schedule for the Expo.
- Describe the activities available for team members and other children, and explain where to find them.
- Provide details about any refreshments that are available.
- Point out where to find the bathrooms, emergency exits or procedures.
- Congratulate all participants, and get the crowd excited!

## Run the Expo

- Make sure that all teams meet with Reviewers.
- Be available to assist with the other available activities.
- Prepare the participation certificates and any other awards prior to the start of the Closing Ceremony.
- Remind teams when and where the Closing Ceremony will be held.



## Hold the Closing Ceremony

- A Closing Ceremony with awards is a required part of every Expo.
- The Closing Ceremony is a time of celebration and reflection on a job well done.
- The emcee should wrap up the day and review why everyone is there.
- Recognize each team. Make sure that every team member receives a participation certificate. Other awards are optional.
- If you choose to give out team awards from the Standard Awards List (see p. 10-11), make sure that every team receives an award.
- All participants should go through a High-Five line. The High-Five line's name derives from the idea that as teams parade up to accept their awards, they get high fives from all the Reviewers. If you need additional people in the line, ask others to join, such as additional Volunteers and staff.
- Thank everyone for their participation.

## Clean Up the Venue

- Make sure teams clean up after themselves.
- If teams will not be meeting again after the Expo, encourage them to take apart their models at the end of the Expo and return the LEGO® elements to the appropriate LEGO sets and kits. This might be emotionally challenging for some team members, so try to make it fun by playing music, making it a game, etc. Remind teams that they want to make it possible for other teams to participate in the program in the future!





# Expo Checklist

## Select a Date and Venue

- Choose a date and time for the Expo.
- Select a venue. Be sure that the venue will have enough space for the event, and account for any technical needs.

## Plan the Agenda

- Include time for all teams to meet with Reviewers.
- Include a Closing Ceremony with a High-Five line.

## Promote the Expo

- Communicate information about the date, time, and venue to all involved in the Expo.
- Hang up Expo posters or pass out Expo flyers at community buildings, stores, schools, etc.
- Post Expo information to your organization's website and/or other social media channels.

## Recruit Volunteers

- Decide how many Volunteers you will need for the Expo and their roles — including Reviewers, an emcee, and activities supervisors.
- Try asking community members, parents, college students, employees of local businesses, etc. to serve as Volunteers.
- Let Volunteers know when they will need to arrive and how long they will need to stay.

## Plan Activities

- Determine what activities you will offer while team members are not meeting with Reviewers.
- Plan what materials you will need for the activities and who will supervise them.

## Gather or Purchase Supplies

- Decide if you will provide refreshments, and if so, purchase any needed supplies.
- Print participation certificates.
- Determine if you will distribute team awards, and if so, what you will use for each award (a certificate, a LEGO® model, etc.). Be sure that all team awards are taken from the Standard Awards List.

- Consider borrowing or purchasing one or more “media” carts for teams to use to transport their models and *Show Me* posters.
- Purchase any additional supplies needed for the Expo.

## Hold a Meeting for Reviewers

- Some time before the Expo starts, hold a brief meeting for Reviewers to let them know what to expect during the Expo.
- Review the Expo schedule, the Challenge, and the procedures for the Closing Ceremony and High-Five line.
- Share the Sample Reviewer Questions.

## Set Up the Venue

- Set up a table for each team to display their model and *Show Me* poster.
- If possible, create a separate area for Reviewers to meet with individual teams.
- Set up the areas where any additional activities will be held.
- If you plan to use a sound system, play music, and/or use other technology, test all equipment.
- Make sure you have enough outlets and extension cords available for teams.
- Set up enough seating for Coaches, team members, and families to use during all parts of the Expo.

## During and After the Expo

- Communicate to teams where their space is.
- Provide Reviewers with the Sample Reviewer Questions, and remind them of what to do.
- Ensure that you have enough participation certificates — one for every team member.
- Make sure that Reviewers meet with every team. If you are giving out team awards, have Reviewers help assign the awards.
- Execute a Closing Ceremony with a High-Five line.
- Thank everyone for their participation.
- Clean up the venue.



## Example Expo Schedule

Time	Expo Happenings	Description
9:30 – 10:00	Teams arrive and set up	<ul style="list-style-type: none"> <li>Teams set up their models and <i>Show Me</i> posters.</li> <li>Encourage team members to test their models to make sure it works before the start of the Expo.</li> </ul>
10:00 – 10:10	Welcome and announcements	<ul style="list-style-type: none"> <li>Welcome participants, community members, friends, and families.</li> <li>Let everyone know where to find activities, snacks, bathrooms, etc.</li> </ul>
10:10 – 11:00	Team displays, reviewing, and additional activities	<ul style="list-style-type: none"> <li>Teams share their displays and experiences with other team members, community members, friends, and families.</li> <li>Reviewers meet with teams and ask questions about the models, <i>Show Me</i> posters, research, teamwork, etc. (Depending on the schedule and number of teams, plan for Reviewers to spend at least 5 minutes meeting with each team and 2–3 minutes taking notes and transitioning to the next team.)</li> <li>Team members may participate in other activities when they are not meeting with Reviewers.</li> </ul>
11:00 – 11:30	<i>Optional:</i> Project pickup	<ul style="list-style-type: none"> <li>Teams take apart their models and put away the LEGO® elements.</li> <li>Try to make it fun by playing music, making it a game, etc. Remind teams that they want to make it possible for other teams to participate in the program in the future!</li> <li>Encourage family members to help.</li> </ul>
11:30 – 12:00	Closing Ceremony (with High-Five line)	<ul style="list-style-type: none"> <li>Stop the Expo and bring everyone together.</li> <li>Wrap up the day and review why everyone is there (what teams have done throughout the season, why it was important, why there is an Expo, etc.).</li> <li>Thank all Volunteers for their help.</li> <li>Invite all Volunteers to form the High-Five line.</li> <li>Recognize each team. Every team member should receive a participation certificate. Additional awards are optional. Call up one team at a time for team members to receive their awards and go through the High-Five line.</li> <li><i>Optional:</i> Play music when team members go up to receive their awards.</li> <li>Thank everyone for coming!</li> </ul>
12:00 – 12:30	Clean up	<ul style="list-style-type: none"> <li>Clean up the venue.</li> <li>Encourage teams and family members to help.</li> </ul>



# Sample Reviewer Questions

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The following is a list of suggested questions for Reviewers to ask teams. You can add and subtract from this list as you see fit. Please be sure that Reviewers ask age-appropriate questions and direct at least one question to each team member. Some children may be quieter than others, and it is important to hear from everyone. Feel free to copy this page and distribute to Reviewers.

## LEGO® Model

- How did you decide what your model would show?
- How did you make your model?
- How does your model reflect what you learned?
- How did you use your Inspire Set?
- What did you do to make sure your model stays together?
- How did you program your model to work?

## Research and *Show Me Poster*

- What did your team learn about the Challenge topic?
- What did your team choose to learn more about?
- Why did you choose this topic?
- How did you find information about the topic you researched?
- Did you learn about any challenges facing the topic you researched? If so, what?
- How can people help improve (Challenge topic)?
- What is the most interesting thing you learned?
- What kind of people study or work with (Challenge topic) as part of their job?
- How did you decide what to show on your poster?

## Teamwork

- How did you choose your team name?
- What was your job on the team?
- Did you like working on a team?
- How did your Coach help you?
- What was the most fun part of FIRST® LEGO® League Jr. (team meetings, learning, building, showing the project, etc.)?



## Suggested Team Activities

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While teams are not meeting with Reviewers, there should be other activities for them to participate in to add to their experience. See below for some suggestions.

- **Team Model Building Challenge** — Add a team-build activity in which teams are challenged to build a LEGO® model during the Expo. Be sure to include enough extra LEGO® elements for each team in the Expo budget if you plan a team-build activity.
  - Choose a theme that will allow teams to pick an item and build it in approximately half an hour. A single item from the season Challenge theme could work. For example, for the SMART MOVE<sup>SM</sup> season (transportation theme), you could challenge teams to build a model that represents one form of transportation, such as a car, train, or airplane.
  - Another idea for a model building challenge could be to ask teams to model something in their town or community. Teams might choose the post office, their school, or a local landmark. For even more fun, create a large map, and have teams place their models in the correct area of the map. Enlarged maps can be painted or drawn on butcher block paper or drawn with sidewalk chalk on a paved play area.
  - Teams can present their models during the Closing Ceremony when they come up to receive their awards. The completed models can make a great visual backdrop for teams to enjoy as well as a great photo opportunity.
- **Scavenger Hunt** — Give team members a specific list of questions to answer and/or items to find when they are not meeting with Reviewers. For example, you could:
  - Ask them to find someone from another team who shares their name. (Name tags are a good thing.)
  - Challenge them to find the Lost and Found table.
  - Ask them to find the LEGO® model with the most blue bricks.
  - Challenge them to find a *Show Me* poster that includes a particular color combination.

Lists should be prepared and copied before the Expo. Limit the number of items to 10 or fewer, as this activity can become tedious if there are too many items to find. Also, remind the children to walk, stay with their team, and be quiet and respectful as their hunt takes them past areas where teams might be meeting with Reviewers.

- **Storytelling** — Children love a good tale! Collect a group of stories that relate to the season's Challenge theme, and line up Volunteers who are willing to read them.
- **Arts and Crafts** — Collect Challenge-related coloring pages and make them available to teams. Provide a handful of pipe cleaners and a few beads to each child and ask them to create a theme-related model. Give each team member a blank sheet of drawing paper. Ask each team member to draw part of the Expo and/or create a team collage. If space allows, you can set up a central area for these activities or distribute materials directly to teams in their display areas.
- **Active Play Areas** — Children ages 6 to 10 are bundles of energy. If your space is conducive to providing a place for safe, active play, give your budding scientists and engineers a place to burn off some of that energy. Simple in-place activities can help as well. Ask your emcee or DJ to announce stretch breaks every so often. Have everyone at the Expo stop what they are doing and reach for the sky, dance in place, roll their eyeballs, crinkle their toes, wiggle as much as they can without moving their feet, etc.
- **Free Build** — Children just love to play with LEGO® elements! Put out a big bucket of LEGO® elements, and let everyone build away. You can give them a focus and have them all use the same size base plate, or just let them build whatever they can think of.

## Below are the approved team awards:

### Model Awards

- **Solid-as-a-Rock Model Design Award** — Built to last! This team’s understanding and application of construction knowledge allowed them to produce a very sturdy model.
- **Construction Innovation Award** — For demonstrating creative thinking. This team created excellent designs and built quality components without any instructions or outside assistance.
- **Master Programmer Award** — Programming extraordinaire. This team was able to successfully use WeDo and/or WeDo 2.0 software to bring their model to life.
- **Simply Awesome Machine Award** — This team incorporated a great use of simple machines into their model design.
- **Efficient Builders Award** — Minimalist design. This team used a creative design process by carefully using only necessary pieces to complete their model.
- **Amazing Movement Award** — This team worked together to incorporate amazing movement using LEGO® motors in their model design.
- **Lil’ Einstein Award** — This team showed their true brainy ways. They exhibited in-depth knowledge of their model and the Challenge theme topic.
- **Complexity and Decoration Award** — For beautiful model construction, with great decorative touches.
- **Robust Design Award** — The team whose understanding and application of construction knowledge allowed them to produce a very solid and sturdy design.



### Poster/Research Awards

- **Explosive Ideas Award** — For flash, sizzle, and pizzazz based in solid research and innovative ideas. This team used their explosive ideas to design an eye-catching *Show Me* poster and a dynamic LEGO® model.
- **Picasso Award** — For artistic prowess. This team made good use of artistic elements in their overall model design and *Show Me* poster.
- **Synergy Award** — Extraordinarily effective! This team’s model and poster worked well together to represent what they studied.
- **Journey Award** — This team was able to create an awesome poster that showed their FIRST® LEGO® League Jr. journey from start to finish.



- **Artistic Eye Award** — This team used their artistic abilities to create an eye-catching poster that’s not only informative but also a work of art.
- **Show and Tell Award** — This team not only used their poster to show what they did during the season but also used it as a prop in their presentation to Reviewers.
- **On Display Award** — This team’s thoughtful poster is a great backdrop to their model. It gives an extra thorough description of what they did this season and what their model is showing.

## Core Values Awards

- **Gracious Professionalism® Award** — For exemplifying *Gracious Professionalism®* — a *FIRST* Core Value. This team was thoughtful, kind, and showed respect toward others.
- **Effort and Learning Award** — For a strong effort and a willingness to learn and try new things. This team prepared for success.
- **Rising Stars Award** — Knowledge above and beyond. This team showed an interest in learning more about the fields encompassed by the season’s Challenge topic and presented with enthusiasm and pride.
- **Spirit Award** — This team showed the ability to get other people excited about *FIRST* because of their enthusiasm, spirit, and excitement about what they accomplished.
- **Inquiring Minds Award** — For interest in science and the enjoyment of the building process. Always looking to solve problems, this team kept morale up while creating smart solutions.
- **Outstanding Teamwork Award** — For working hard on teamwork and making sure success as a team came first. This team knows that Together Everyone Achieves More.
- **Against All Odds Award** — For overcoming incredible odds of an unforeseen nature. This team was able to improvise, adapt, and recover out of sheer determination.
- **Cooperation Rocks Award** — This team was able to cooperate and compromise as a team to come up with an amazing poster and model.
- **Showmanship Award** — This team not only answered Reviewers’ questions but also had an awesome pre-prepared skit or presentation for spectators and Reviewers.

