



Schola Europaea / Office of the Secretary-General

Pedagogical Development Unit

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FAMES Handbook

Approved by the Joint Teaching Committee at its meeting on 11 and 12 October 2018 in Brussels

Immediate entry into force

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1. Preface

During the German presidency in 2016 one of the priorities was to initiate a new regular event, a **Festival of Arts and Music in the European Schools, FAMES**. The aim was to establish co-operation and to enhance teambuilding across all European schools and give the students and the teachers a wider perspective and context for their cultural engagement, the product a mixture of creative activities and workshops and a show and concert performance.

Based on experiences and evaluations from the first festival that took place in the ES Frankfurt and AES RheinMain the 28th of February until the 4th of May 2018 this handbook is worked out to be of assistance for the coming events.

2. Theme of the festival

The theme of the 2017/2018 festival was “United in diversity”. The theme for the coming festivals could be the same or a new one chosen for each event.

3. Responsibilities

Please see in Annex 14.1 suggested list of people responsible for the different tasks

4. Participants

4.1. *Students Secondary*

5-8 students from S3-S7 from each ART and Music
The host school/s can replace and supplement participants

For the hosting school no restrictions on numbers concerning activities, but when it comes to the festival performance as such the host school should have the same number of participants as all the others.

4.2. *Other Students*

Students from S1-2 and Primary of the host school/s can participate.

4.3. Criteria for participation

For Music, students nominated should have sufficient skills to be able to participate in performances for choir, orchestra and big band (i.e. reading sheet music, sense of ensemble playing, discipline in rehearsals)

For Art, students nominated should be motivated, artistically talented and bring a cooperative spirit.

The selection of the candidates to participate in the final days should be the result of a creative process during the whole school year. All teachers involved ought to have transparent criteria for selection or pre-event selections.

A balanced representation of participants is desirable

4.4. Teachers

One teacher for Art and one for Music from each school. Participating teachers are expected to play a full part in all aspects of the running and organisation throughout the festival.

5. Location

If possible, it is recommendable with cooperation between the European schools and the Accredited schools

6. Parents support

Parents support before and during the festival is essential
Parents hosting participants and providing catering

7. Finances

Costs for accommodation, transports, meals, workshop materials, advertising, admission, postal expenses (see FAMES REPORT 2018-05-D-18-en-1)

Budgetary sources

- a. OSGES
- b. Sponsoring
- c. Participating schools

The Budgetary Committee has already approved the principle of financing in March 2017 – ref. 2017-01-D-54

8. Transport

- Buses coming from participating schools can be used also for transport during the festival.
- Additional buses for transport are to be booked if necessary. Public transportation can be used.
- Private transportation by host families

9. Accommodation

- Youth hostels for the European Schools and the bus drivers. Teachers have to stay at the hostels with their students for supervision. Accommodation for teachers is normally paid by the participating schools and the students out of the Fames budget.
- Host families for the students of the accredited schools.

10. Food plan

Example of a catering plan: see Fames Report (ref.: 2018-05-D-18-en-1)
Snacks and drinks should always be available during the festival days

11. PR

- The original logo is kept at the ESRM and will be updated for each festival
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- A new competition for FAMES-song (until Christmas) for every festival
- T-Shirts can be printed with the FAMES-logo for each student used as concert dress during the festival
- Articles were written for the local paper but not published as being an internal event
- Lanyards with nametags for security and identification
- Blogs and website can be coordinated through the school library and/or student groups

12. Fames evaluation

Evaluation form (see annex 14.3)

13. Timeline

- The festival takes place in February/March every two years.
- The first WG meeting is held 15 months before the event. This WG sets the theme for the festival.
- April: information letter to all schools replied by early June
- By summer holidays: estimated number of participants, first bookings, logo update
- September meetings for preparation in ART and Music;
- September announcement of the fames song competition
- October: send medical and agreement forms, release programme, bus and hostel bookings, communication to directors & teachers, coordination of Art and Music workshops

- December: final list of participants and parental student agreement forms due, submission of FAMES-song competition, order T-Shirts, prepare posters, choose pieces, send sheet music; awards for the logo competition; allocation for host families
- January/February 2018: final preparation/communication

- March: FESTIVAL
- evaluation and follow-up April 2018

14. Proposal

At its meeting on 18 June 2018, the BIS gave a favourable opinion on the FAMES HANDBOOK. The Budgetary Committee had already approved the principle of financing of the FAMES event at its meeting on 7 and 8 March 2017 – ref. 2017-01-D-54 “Proposal for the organisational framework of the European Schools Arts Festival”.

The BIS invites the JTC to approve the FAMES HANDBOOK with an immediate entry into force.

15. Annexes:

- 14.1 List of Responsibilities and Contact Details
- 14.2 Jobs and responsibilities - example from ES Frankfurt/ES RM 2017/2018
- 14.3 Evaluation form
- 14.4 Examples of a "To do-list"



15.1. List of Responsibilities and Contact Details

1. General:

Job	Name	Phone	e-mail
overall			
overall art			
overall music			
overall art			
overall music			
ES music			
ES art			
ES art			
AES music			
ES administration			
ES administration			
AES administration			
AES administration			
Primary Coordination			
Primary Choir			
Primary Choir			



2. Special areas:

Job	Name	Phone	e-mail
Hostel /room distribution			
Hostel /room distribution			
Bus coordinator ES			
Bus coordinator AES			
Host families ES			
Host families AES			
Catering ES			
Catering AES			
Security cards			
T-Shirt distribution			
Reporters, photography, blog			
ES school blog			
Technicians ES stage			
Technicians AES stage			
Stage management ES			
Stage management AES			
Concert recordings			

**15.2. Jobs and responsibilities –
Example from ES Frankfurt / ES RM 2017/2018**

Job	description
Project leader (preferably art or music teacher)	Overview about all areas of the whole Festival, communication & sending out information, answering questions, knowing everything, putting together one big excel-list, plans for transport, hostels, locations, communication with direction of hosting schools + WG, writes and releases general, official programme
Art organisation in general	Programme, workshops, museum visits, live performances, ... (Dagmar will add more points)
Music organisation in general (at least 3 music teachers)	Repertoire selection, excel-list for ensembles / coordinates and communicates electives, puts sheet music on dropbox etc., creating rehearsal schedules, coordinates FAMES-song-compositions and arrangements, organizes opening and final concert + extra events, conducts & rehearses, distributes music teachers to various ensembles
Art organisation local	prepares rooms + materials, buys materials, communicates with the group
Music organisation local	prepares rooms, equipment (check and transport), communicates with the group
Primary Coordination music (Primary music teacher of hosting school)	Organizes Primary choir (or similar contribution), informs parents about events and rehearsals
Primary Coordination Art (Primary art teacher of hosting school)	Organizes any contributions for Art by the hosting Primary School
Hostels / accommodation	Books hostels in time, communicates names, arrival times, bus parking, billing etc
Bus / transport	Books additional buses + buses from participating schools, communicates with drivers, security, organizes bus stops/times/parking
Host families	Finds host families, explains programme to them, is available in case of problems, helps with transport from airport to school/families if necessary

Welcome team	Check attendance, distribute lists, info sheets, T-Shirts, lanyards/nametags, welcome activity / getting to know-game
catering	Organizes meals in canteen and other places
Parental help	Refreshments between the meals, welcome buffet, tidying up
PR / prints	Prints posters, banners, flags etc., organizes T-Shirt-prints
Party committee	Organizes party, dance, activities, getting the group from A to B
design	Finalize logo, T-Shirt, poster design
ICT / website	Creates / adapts & structures the website, helps with ICT issues during the festival (beamer, webcam, projections)
Photo / video / blog / reporters	Take and upload pictures, videos, text; produce film of main events (also DVD if wanted)
secretary	Keeps excel-data up to date, collects parental & medical forms, invites guests for main events, prepares coffee & refreshments for teachers, organizes conference room, communication with directors of all schools + inspectors
security	Help with orientation, identify guests, explain facilities to bus drivers/teachers etc. if necessary
finances	Bookkeeping, payments, calculation before the event, procedure of payment
Technicians / stage management	Prepare stage for main events, sound & light

15.3. *Implementation of FAMES Art* *Examples of a “To do-list”*

- **Update logo; create posters and advertisements; inform local press**
- **Select festival participants** (approximately one year beforehand)
 - determine which art teachers will attend
 - appoint students, from each grade (from S 3 to S 7)
- **Plan the Festival** (approximately one year beforehand)
 - develop a concept, write it down concisely and clearly and communicate it to the colleagues
 - initiate, coordinate and moderate a meeting of all art colleges involved
 - continue festival planning with all participating art teachers in the team
 - set up a schedule/ time table
- **Collect student works from the current semester for an exhibition:**
 - predetermine a topic / motto
 - let students from all European Schools work on the topic
 - choose the best results
 - send them to the host school
- **Workshops**
 - collect offers for workshop topics from all art teachers involved
 - create and send information about the contents of the workshops
 - arrange student choices (every student chooses 2 or 3 workshops without priority)
 - evaluate student´s choices and assign students to the workshops; workshop groups should be as heterogeneous as possible - mixed ages and schools
 - report the results of the elections to the schools
 - if necessary, incorporate changes
- **Material for the workshops**
 - ask the teachers what material is need
 - order material; after delivery assign it to the workshops
 - reserve and allocate rooms for the workshops in the school building
- **Organize exhibitions / presentation of results / performances (places, times, forms of presentation)**
- **Museum visits**
 - make offers / suggestions for museums and/or exhibitions that can be visited

- ask the involved teachers for their interests
- register groups at the museums/exhibitions
- buy tickets in advance
- organize transport of groups to the museums
- put up a schedule

- **Information / communication**

- daily mail traffic
- use internet platform if necessary
- always inform participating colleges of the other schools on time
- answer questions

- **During the festival**

- take pictures and upload them on an internet platform
- the art teacher of the host school does not offer a workshop, but is available for all questions and organization

- **After the festival**

- follow up how the festival went
- ask the participants for feedback
- take down exhibitions
- send back artworks

