



Participation Guidelines for *A Knight at the Museum* for Your School at Treehouse Children's Museum

The staff and Board of Treehouse Children's Museum are delighted that your school is interested in partnering with us to host "A Knight at the Museum" for your students, parents, and faculty. We have been offering this program for seven years now and have hosted more than 35 Knight events for tens of thousands of children and parents. These have been very successful evenings that celebrated family literacy, reading achievement, and literacy experiences, both in the home and at school. The Knights have also introduced many parents to the resources Treehouse provides to families and encouraged dozens to become annual members in support of the nonprofit Treehouse.

Your school's "Knight at the Museum" can be tailored to your reading goals. The evening can be the kick off or the culmination event, or a mid point reward and incentive to keep reading. Your school can really go with the theme and have faculty and PTA dress as lords, ladies, and knights. We have a sword in the stone and can provide a regal King Arthur who can pull the sword and knight your outstanding readers or challenge your students to read a certain number of pages or books, or we will loan a costume to your principal to become King Arthur or a Regal Reading Queen.

What Treehouse will provide:

1. A discounted fee. Treehouse provides half the cost of renting the facility and having Treehouse staff do programming. We ask your school to pay only \$800 for this event.

2. Adequate staff to provide safety and security and set the stage for your event. Treehouse will provide up to eight staff members, many as costumed characters, including a King Arthur, if desired. Treehouse staff will provide support and materials where possible for your activities, offer plays in the theater if you wish, help families find the family literacy activities your school is offering, and answer questions about exhibits and Treehouse programs.

3. Other materials. Treehouse will provide a flyer that can be copied and sent home before the event and an activity map the night of the event for parents and teachers.

What We Ask Schools to Provide:

We ask that you, as our partner, do the following:

1. Provide an estimate of the number of children and adults you expect to attend the event as soon as possible. Your event will be scheduled from 6:00 to 7:30 p.m. (We close at 5 p.m. to the public, so we cannot clean up and start any earlier.) If the number you think will attend is more than 500 children and adults, we suggest having two time slots, one for students and their families whose last names begin with A through L and one for students and their parents whose

last names begin with M through Z. The first session will be from 6:00 to 7:00 p.m. and the second from 7:00 p.m. to 8:00 p.m. Smaller schools can have all their students and parents come together, since Treehouse can accommodate up to 500 guests at a time for this event. **We request that you require families to RSVP for the event at least a week ahead.** Then you can email us a final count so that Treehouse is adequately staffed.

2. Form a Knight at Museum Committee to meet at least once with Treehouse staff.

You might designate one or two faculty members and one or two PTA representatives to serve, along with the principal or vice principal. Treehouse will provide staff members for the Committee. We will need to meet at least three weeks before the event at Treehouse so that we can decide on the activities and their placement.

3. Distribute a flyer to your families to let them know about the event at least three weeks in advance. We have provided you with a template for a flyer to parents or you can create your own. (If you opt to do your own you must use the official Treehouse logo. We are happy to email this to you.) The flyer includes the times we decide on together at our meeting and suggestions on where to park for the event. The flyer can also be enlarged as posters. (Majestic Elementary, for example, sent weekly reminders to families and a countdown reminder starting about five days before the event.) Post information on your school's website and/or in your school newsletter.

4. Decide on the activities you want to offer your families. Your committee will need to go through the list of activity options (attached) and select the TWO or THREE you want to offer to families at your event. The list indicates any items your PTA or school will need to provide for the event. Consider having a designated photographer take pictures of the event for your use.

5. Let your teachers and families know where to park for the event. There will be very limited parking available around Treehouse, but there is ample parking in the Junction Parking Terrace. You may want to have parent or teacher "traffic patrols" outside the building who can suggest parking options to families as they arrive.

6. Have a Welcoming and a Farewell group of teachers or parents who greet families at the door, provide a map of the activities (which Treehouse can print for you), answer questions, click the attendance clicker we provide, and collect tickets. Plan on at least four teachers or PTA folks for this. The Farewell group can be the same teachers and parents as the Welcome group, and can hand out any gift or treats to students you opt to provide, and can thank parents for coming and, importantly, make sure that students and younger siblings leave only with their parents.

7. Have teachers and PTA or student leaders assigned to help with the cleanup in the activity areas, including gathering trash and any materials used.

8. Help us with evaluation of the event, by collecting comments from parents, students, and teachers and emailing them to Treehouse.

There is a cancellation fee of \$200 if a Knight is not cancelled three weeks in advance.

Please complete the official agreement below and mail or fax it back to Treehouse. Please call Lynne Goodwin, Treehouse Director, at 801-528-4708 if you have any questions or email Lynne at lgoodwin@treehousemuseum.org.

Elizabeth Stewart Treehouse Museum
347 22nd Street • Ogden, UT 84401 • 801-394-9663
www.treehousemuseum.org

Agreement to Participate in the *Knight at the Museum* for _____ School

To be completed by the School Principal and returned to:

Lynne Goodwin
Executive Director
Treehouse Children's Museum
347 22nd Street
Ogden, UT 84401
801-528-4708
801-528-5128 fax
lgoodwin@treehousemuseum.org

I have read the requirements of partnership and agree to participate, and to involve my teachers and PTA, in a family literacy event, A Knight at the Museum, at Treehouse Children's Museum. I understand my school will pay a fee of \$800 to the nonprofit Treehouse Children Museum at least one week before the event to cover part of the Museum's expenses in hosting this event and staffing the facility for safety and security of patrons and exhibits. I understand that Treehouse is a drug and alcohol free facility and will convey that to families and staff.

Signed: _____

Title: _____

Date: _____

Date of Event: _____

Time of Event: _____

Anticipated Number of Students and Parents Who Will Attend: _____

email address: _____

Secondary Contact: _____

Secondary Contact Title: _____

Secondary Contact Phone: _____

Knight at the Museum at Treehouse Children's Museum

Activities Options List

- 1. Exhibit Meet and Greet.** A costumed Treehouse staffer and school teacher or a group of teachers will be located in exhibit areas to talk with families. Treehouse staff will be in character as knights or ladies.
- 2. An art activity in the Treehouse Art Garden that is continuous during the evening.** Suggestions for art activities include: felt "Robin Hood" style hats that are laced at the back with a feather inserted, and a ribbon and silk flower "ladies" crown. Another possibility is a dragon puppet. Treehouse can provide templates and samples for these activities. The school is responsible for providing the consumable materials for any art craft offered and for staffing the Art Garden. We suggest 8 or 9 volunteers to help in the Art Garden. The Art Garden holds 40 people at a time (5 people at 8 tables).
- 3. Theater or music activity.** Treehouse's theater seats 150 adults and children. You could have a music teacher or parent share a musical story. Treehouse has a grand piano, an upright piano, and an electric piano. Any activities would need to be only 15 minutes long and be repeated several times. No backstage area is available. Treehouse staff can also provide a theater play activity, called a ParticiPlay, where children help act out the story.
- 4. Wizard show.** A Merlin magician may be hired to entertain while wandering or in a designated area. Treehouse can book a magician with whom we have worked, or the school can book one of their own. Cost is generally about \$250 for the evening, depending on the magician.
- 5. Knighting Ceremony and our pulling the sword from the stone with Treehouse's King Arthur.** Arthur can then knight readers with the principal's help and provide awards (Majestic presented students with Knight at the Museum medallions and every student received a gift bag with a Majestic pencil, eraser, and bookmark.
- 6. Rewards or Gifts.** Food treats may only be given to families as they leave the event, since all the areas will be filled with activities and families. A gift bag may be given to students as they leave. These are provided by the school.

Knight at the Museum at Treehouse Children's Museum Photographs



King Arthur prepares to knight a Majestic Elementary student.



Students and family members try to pull the sword from the stone.



Merlin (Christopher Fair) performs for families at the Majestic Knight at the Museum.



King Arthur knights Majestic Elementary Principal Dave Hales (now Valley principal) while hundreds of children and parents cheer.



Faculty present the tale of the Dragon and the Knight.