



erasmus +

# Organizaation Manual



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## **TRADITIONS OF REGIONS THROUGH THE EYE OF PUPILS WITH THE SUPPORT OF EXPERTS FROM PRACTICE**

**(FESTIVAL OF TRADITIONS)**

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## **ORGANIZATION MANUAL**

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# Organization Manual

- Leading organization of the project:

Regional Chamber of Commerce of Central Bohemia

- Partner organizations:

School of applied arts and design Pula- Croatia

High School of Design and Crafts Kladno – Czech Republic

Vocational school „Harald Fissler“ Idar-Oberstein - Germany

State Institute of Professional and Scientific Technical Education

Porto Sant´Elpidio - Italy

School of Art Industry Bratislava - Slovakia

Colegiul Economic „Virgil Madgearu“, Municipiul Ploiesti - Romania

- In the framework of the Erasmus + project Traditions of the Regions through the Eyes of Pupils, the Festival of Traditions is organised, among many other project outputs, with the support of experts from practice. In each partner country, a public presentation event is organised where students, with the support and cooperation of teachers from partner organisations, present the traditions of their country, region and traditional crafts still actively practiced in the region or important for the region in the past. The event should be a public social event. To facilitate the preparation of each festival, this Organisational Manual has been prepared.

## Event preparation - Leading organizer

- Responsibility for the preparation of the event - partner organisation in the country where the Festival is organised. Identify a preparation team of at least 2 people - representatives of the partner organisation in the specific country - to organise the event.
- The event can take many forms:
  - in the form of a presentation event on a stage
  - an exhibition of traditional products of the partner countries
  - implemented in the form of presentation stands at another important event
  - a social event in the region, in a school, in a city, etc.
- The exhibition space must be adapted to the requirements of the partner organisations, recommendations - holding a social event in a cultural hall, an exhibition in the exhibition space of cities, museums or the conference rooms of hotels and cities can be used.
- When communicating with the partner organisations, it is necessary to find out their requirements for the provision of a stand for the exhibition, the equipment of the stand (showcases for the exhibition of products, size of the stand, number of tables, number of chairs, tablecloths, requirement for electricity connection, etc.). All to be arranged for their requirement.
- Start the preparatory work for the event at least 2 months in advance.
- Communication language - English.

## Event preparation - project partners

- Each school has to prepare a product to present at the event - a traditional product of the school's pupils that represents the tradition of the region, the country. Alternatively, it is possible to present a traditional product of a cooperating company from the region. The product should be interesting with elements of tradition and the school must present it at the event. The products can be created in cooperation with companies with which the school cooperates in the framework of school activities or internships. There may be several products, but one will be presented as the main product, or the school may present a different product at each event. The product is presented in the school's stand or on the podium.
- Each school will prepare an electronic presentation, which will be presented to the public by pupils on stage. The presentation includes an introduction of the school, the school's fields of study, their school activities and, above all, an introduction to the traditions of the region, the country. The school will also present the traditional products of the school, explaining their processing, use, traditions of the product, etc.
- Each school prepares information leaflets or roll ups presenting their region, school and products (includes Erasmus logo + and project name, project number, approved project logo).
- Reaching out to other subjects in the implementation of the event - reaching out to artisans with traditional production or other interesting subjects involved in typical crafts in order to introduce traditional crafts, traditional products, handicrafts, skill activities,...

## Organizational section

- Securing a suitable space for a specific event - depending on the number of participants (large hall, concert room, museum, city premises: negotiations on the rental price, conditions and preparation of the space needed for the event). Choosing a space with a place for a stage presentation, or with sufficient space for presentation, fashion show, public performance, etc. Note: start to arrange the rental well in at least 2 months in advance
- Provide space to showcase schools promoting traditions in a booth provide booths to showcase partner organizations.
- Provision of a sound system for the hall.
- Provision of projection equipment.
- Provision of the accompanying programme of the event.
- Provision of a moderator for the event.
- Arranging refreshments for the event, negotiating with suppliers according to the financial budget, ordering refreshments for pupils and teachers (project partners), traditional refreshments of a specific country are suitable. Selection of refreshment supplier - use of school catering facilities is suitable due to favourable price and friendly negotiation.

## Program of the event

- Start negotiations with partners in advance regarding the program they will present at the event. The partner organisation should present traditions at the event through its pupils, especially from areas:
  - traditional crafts taught at the school
  - the traditional dish and its production, including the recipe, which can be provided to visitors to the event in written form
  - traditional clothing of the region and the country
  - accompanying program (typical dance, accompanying exhibition of traditional art and other artistic performances)
  - the production of a regional traditional product: introduction of the product, short presentations by school pupils
  - presentation of traditional customs, etc.
- Prepare a poster or invitation with the programme of the event

### Program of the event:

1. Opening speech, opening
2. Presentation of the local project partner
3. Presentation of the region by the project partner where the project is implemented
4. Demonstration of traditional products, services, etc.
5. Accompanying programme
6. Conclusion



## Promotion of the event

- Invitation to the event for partners.
- Preparation of a poster with the program and date of the event, not forgetting the logo and information about the project.
- Inviting partner organisations to participate in the event, involving all partner organisations in the programme.
- Approaching and inviting other participants of the event: representatives of cooperating companies, tradesmen promoting traditions of the region, country, or offering a stand at the event.
- Addressing and inviting pupils of primary and secondary schools, classmates of the school organising the event, inviting parents of children.
- Ensuring the promotion of the event at the event venue: cultural centre, museum, community centre, etc.
- Ensuring the promotion of the event in the media, public posters, sending the invitation to the project manager in Prague.
- Ensuring promotion in the organizing school, company, on the websites of partner organizations, possibly on social networks, etc.
- Start the promotion well in advance, at least 1 month before the event.
- Inform the public about the event in the form of an article, including photo documentation from the event. Publish on the websites of partner organisations, on social networks, etc.

## Implementation of the event

- Providing presentation space for the Festival of Traditions.
- Providing the necessary equipment for the space according to the partners' requirements:

Preparation of the event space according to the partners' requirements: large tables (stands), number of chairs and other equipment of the stand according to the partner's requirements: provision of display cases, possibly a cooker and kettle, dishes for preparing regional delicacies, connection to electricity, etc.). In the stands, the partner will display the school's materials, leaflets about the school, the school's products, possibly a tasting of small regional delicacies; mannequins in traditional clothing, etc. Pupils of the school can also promote national costumes, national customs, dishes, etc. in the presentation in stand. Provision of suitable facilities for presenters. Each school will have a leaflet or roll up with the project name and logo, information about the school and region in AJ and native language (for use at home and abroad).

- Providing comfortable space for the public, seating areas, standing areas.
- Providing refreshments at the event.
- Ensuring promotion of the event in the media, at the venue, on the school website, possibly on social media, public posters before the event and after the event.
- Ensuring that the event is documented: photo and video documentation, or inviting the media.

## Feedback

- After the implementation of the action, prepare a report on the implementation of the action. The event report will be prepared by each partner organisation. A short report on the event will be published on the website of each partner organisation, on social media or in the available media.
- Ask participants of the event for possible feedback on the event and use the information to improve the organisation of the next possible event.

# Impressions: Photo Gallery

Photos from the first Festival of Tradition  
03.03.2022 Kladno - Czech Republic





# Impressions: Photo Gallery

Photos from the second Festival of Tradition  
28.4.2023 Idar Oberstein - Germany



# Impressions: Photo Gallery

Photos from the third Festival of Tradition  
02.06.2022 Bratislava - Slovakia



## Legal notice

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**Images were created during the project work.**

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