Unity Week Fair FAQ

What is the Unity Week Fair?
The Unity Week Fair is Suffolk University’s annual cultural fair held during Unity Week. All cultural student organizations are invited to participate during the Fair.

Where will the Unity Week Fair be held this year?
The Unity Week Fair will take place in the Sawyer Lounge and Sawyer Lobby on April 3rd this year.

I’m a member of a Cultural student group, what do I have to do to have my group participate?
Take this registration packet to your other group members and discuss whether or not you guys can participate in the Fair. If yes, and it is highly encouraged that you do, fill out the registration packet and return to completed registration form the Student Activities Office before it is due.

(Note: Space allocation will come on a first come first serve basis. So the earlier you get your application in the better location you are likely to get)

If we decide to participate in the Fair, what is the next step?
After you have submitted your application we assign your group to one of the available stations, based on their needs (media, power outlets, etc). We’ll contact that you via email to tell you that we’ve successfully placed you or if we need to working on some things. It is important that you give us an email address that you check regularly

On the day of the Fair someone will be there to show your volunteers where your group’s station is located.

What have some groups done in the past at the Unity Week Fair?
Some groups have created poster boards which displayed different aspects of their culture, showed videos, held games, and much more, and of course a lot of them have had good at their stations for people to come and taste.

If you have any other questions about the Unity Week Fair, please follow-up with the Unity Week Fair Coordinators:

Clarence Flanders clarence.flanders@gmail.com or Jessica Ross jhross@suffolk.edu

April 3rd, 2008 - Sawyer Lounge
1:00 PM - 2:30 PM
“Suffolk University's cultural/ethnic organizations share the tastes, sites and sounds of their own culture.”

Timeline of Event
- **February 29th** - Registration Forms Placed in Cultural Student Groups Office Space
- **March 10th** - Priority Registration Forms are due in the Student Activities Office at 5:00PM
- **March 14th** - Last Day to turn in Registration Forms to the Student Activities Office
- **March 24th** - Student Groups notified via email that their registration form has been received and contacted if there are any questions regarding their registration form
- **April 3rd** - All participating student groups members assigned to stay at the Fair need to be at the Sawyer Lounge at 12:30 PM
- **April 4th** - Unity Week Fair Evaluations sent via Email to all groups that participated at the Fair
- **April 11th** - Unity Week Fair Evaluations are due at the Student Activities Office

Things to keep in mind
- **Location, location, location!** The Unity Week Fair will be in the Sawyer Lounge this year and spaces will be more limited than in the past. It is important that the Unity Week Fair Coordinators get your groups' registration form on time. Allocation will come on a first come first served basis.
- **Be creative.** The Unity Week Fair is a great opportunity to share many aspects of your culture, ethnicity, and heritage beyond food. Think of ways you put your culture on display for the rest of the Suffolk Community.
- **Ask for help if you need it.** The Unity Week Fair Coordinators are there to assist you throughout the process. If you have questions or comments do not hesitate to approach them.
- **Be on time.** For the best outcome during the Fair it is important that you be there before it starts (12:30 PM is the suggested time). So that you have time to prepare your station before the Fair starts.
- **Have fun!**
Unity Week Fair 2008  
Student Organization Registration Form

**Deadline:** Friday, March 14th 5:00PM Student Activities Office D535

Student Club or Organization: _____________________ ___________________

Contact Person: ______________________________  Email:____________________________________

**Fair Participation**

Does your club plan to have food at your station?
- [ ] Yes
- [ ] No

*(Note: If your club wishes to have food at your station but is unsure if the funds are available to do so, please contact the Kate Schuit, Associate Director of Student Activities, by Friday, March 7th.)*

How will the food be brought to the Fair?
- [ ] Delivered
- [ ] Brought with Group
- [ ] N/A

*(Note: University policy states that all foods must be prepared in a licensed kitchen, Student Groups cannot prepare their own food for the fair. If this will impact your group’s participating in the fair financially please contact Kate Schuit by Friday, March 7th)*

Who will be providing your food?
- [ ] Outside Vendor: _____________________
- [ ] Sodexho Food Services
- [ ] N/A

If your club or organization will not have food at your table can you please provide a brief description of what you will have at your table:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

In addition to having food at your table does your club or organization plan on having anything else at your table?
- [ ] Yes
- [ ] No

If so please describe what you plan to have at your table:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

April 3rd  
Sawyer Lounge 1:00 PM
Unity Week Fair
Student Organization Registration Form

**Deadline:** Friday, March 14th 5:00PM Student Activities Office D535

Setup Person[s]: __________________________________ ____________________________________________

Setup volunteers for your group should arrive at the Sawyer Lounge at 12:30PM to set up

Clean-Up Person[s]: __________________________________ ____________________________________________

Clean-Up volunteers for your group should be at the Sawyer Lounge at 2:30PM to assist with the clean up of the area

Any additional information that the Unity Week Fair Coordinator should take into consideration about your group’s participation in the Fair: (AV needs, media; additional tables, chairs, posters to hang up, etc)

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Resources

**Student Activities Office**
Tel: 617.573.8320
gettinginvolved@suffolk.edu

**Sodexho Food Services**
Tel: 617.305.6234
dinning@suffolk.edu

**Facilities Management**
Tel: 617.573.8110
facilities@suffolk.edu

**Diversity Services**
Tel: 617.573.8613
diversity@suffolk.edu

**Media Services**
Tel: 617.573.8168
ums@suffolk.edu

**Facilities Management**
Tel: 617.573.8110
facilities@suffolk.edu

**Diversity Services**
Tel: 617.573.8613
diversity@suffolk.edu

**Unity Week Fair Coordinator**
Tel: 617.305.260
clarence.flanders@gmail.com

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**Save The Date**

Unity Week Fair ~ April 3rd ~ Sawyer Lounge 1:00PM