

Saturday Live '19 Policies

1. Saturday Live '19 carnival activities will begin at 10:00 a.m. and run until 4:00 p.m. on **September 28, 2019**.
2. BPS or feeder schools and school-related organizations only may participate in Saturday Live activities.
3. **Fee schedule** for activity booths :
Gross booth income under \$200: \$0
Gross booth income between \$200 and \$500: \$20
Gross booth income over \$500: \$40. (Fee will be automatically deducted from a booth's gross when the Education Foundation disburses checks following Saturday Live.)
4. **Saturday Live sponsors** contributing \$1000 and up have the option of operating an information booth benefiting the health, safety, welfare and/or education of children. Proceeds from corporate booths are donated to the Foundation Classroom Grant program or a school of choice.
5. **The spring Saturday Live meeting on Wednesday, May 8, 2019 at 7 pm** in Senior High School library reference room, is designed for parents/teachers/volunteers new to the Saturday Live process. Veteran Saturday Live volunteers do not have to attend the spring meeting. Those not attending the spring meeting can ensure their preferred booth site in the park by sending in their school's booth signup sheet by May 8, 2019.
6. **The deadline for committing to an activity booth is Wednesday, August 28, 2019.** All school coordinators need to attend the fall Saturday Live meeting on Wednesday, August 28th at 7 p.m. in Senior High School's library. Cancellations after August 28th will result in a loss of the same space the following year. **If you are a food vendor (selling any type of food), you must fill out a temporary food permit and submit it to RiverStone Health. These permits will be available at the August 28th meeting. In an attempt to encourage a variety of activities** at the carnival, the Foundation discourages an excessive number of duplicated activities.
7. **Signs promoting school sponsors** must not exceed five feet by two feet. If your school is sponsored by a business, please acknowledge the business that you are working with.
8. **Animals will not be allowed in Pioneer Park during Saturday Live:** Given insurance requirements and to ensure the safety of all participants, there shall be **no animals, except medical aid animals**, at Saturday Live without Foundation approval. Such approval must occur at least 30 days prior to the event.
9. **All inflatable structures must be approved by the Foundation.** Because of space limitations, it is necessary to limit the number of inflatables to eight. Inflatables will be allowed on a first come/first serve basis. A school may have no more than one inflatable. No more than two inflatables may share a generator. School groups are responsible for insurance coverage of their inflatables and must get approval of insurance from the Education Foundation by August 28th.
10. Booth placement must be where staked. Go to information booth regarding questions.
11. **If ground is wet, please avoid driving cars on park grounds and use carts provided.** Cars must be off grounds by 8:45 a.m. unless group has secured a permit from the Education Foundation.
12. Each school or school organization is responsible for **counting the number of tickets** collected at their booth. Tickets must be correctly bundled and turned in to the information booth by the end of Saturday Live in order to receive payment for them. Those tickets that are bundled incorrectly will be returned and must be fixed on site. Only Saturday Live 2019 tickets will be accepted.
13. It is important that each school or school organization **clean up** their booth before leaving. Keeping the park in excellent shape is essential to future use, and we greatly appreciate each school and school organization's participation in helping with this effort.
14. Cancellation of the Saturday Live event will occur by a vote by the following individuals: Foundation President, Saturday Live Chairs, Event Coordinator, and the Superintendent of Schools (or a BPS representative appointed by the Superintendent).



Saturday Live Policy Regarding Business Partnerships

In accordance with Saturday Live sponsorship opportunities for local businesses, any business that enters into a partnership with Saturday Live must comply with the following.

- 1) In order for a business to have a physical presence at Saturday Live, the business must either sponsor the Education Foundation for Billings Public Schools or a school group at the \$1000.00 level. The \$1000 check sponsoring either the Education Foundation or the school group must be submitted to the Education Foundation who will then allocate the sponsorship money to the school group following Saturday Live. If a business is not able to sponsor the school group or the Education Foundation at the \$1,000 level, they may support a school by donating 100% of the proceeds earned at Saturday Live to the school group they are partnering with.
- 2) All businesses sponsoring a school group must be incorporated into the school group's booth. The business must also provide signage not to exceed 5 ft by 2 ft that acknowledges the business school partnership.
- 3) The primary benefit of all partnerships must be for the students of Billings Public Schools.