# Knowledge Fair

## Step by Step

1. Publicize the fair widely.

2. Put the fair where there is a lot of foot traffic, e.g. in the atrium of the organization. Don't accept a decision to put the fair in an out-of-the way space - location is essential for a successful fair.

3. Put your best communities of practice on display.

4. Be realistic about how much time it takes for communities to prepare and display.

5. Plan ahead for electric power which can be substantial if computers are used.

6. Plan to have technicians on hand when things break down.

7. Plan for security of equipment when booths are not staffed.

8. Don't plan in too much detail for the actual booths -- communities can self-organize within a common framework.

9. Don't be too serious - a fair can be fun.

**Heading**