

BSO OTN Fair Materials by Station

Folder contents	Poster(s) - 36"x24"	Other materials needed (check what's in the file holder and what needs to be replenished)
Start here		
<ul style="list-style-type: none"> • OTN Fair Guide • Materials by Station (this document) • Shopping list 	<ul style="list-style-type: none"> • OTN Fair promotional poster (smaller than 36"x24") 	
1. Check-in		
<ul style="list-style-type: none"> 1.1. Instruction sheet 1.2. Blank sign-in sheets 1.3. Postcards (double-sided) 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Pens • Empty folders for participants to collect handouts • Name tags • Black markers • May need to replenish 1.3 postcards • May need to replenish 1.2 blank sign-in sheets
2. Where Are You on the Journey?		
<ul style="list-style-type: none"> 2.1. Instruction sheet 	<ul style="list-style-type: none"> • Where Are You on the Journey? 	<ul style="list-style-type: none"> • Sticky dots for poster

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3. Where Is Your Organization on the Journey?		
3.1. Instruction sheet	<ul style="list-style-type: none"> Where Is Your Organization on the Journey? 	<ul style="list-style-type: none"> Sticky dots for poster
4. Virtual Connections		
4.1. Instruction sheet	<ul style="list-style-type: none"> Virtual connections 	<ul style="list-style-type: none"> Sticky dots for poster
5. OTN Quiz		
5.1. Instruction sheet	<ul style="list-style-type: none"> OTN Quiz 	<ul style="list-style-type: none"> Post-it notes (may be on poster)
6. Before and After OTN		
6.1. Instruction sheet 6.2. Answers on strips of paper (may be attached to poster) 6.3. Sheet showing correct answers	<ul style="list-style-type: none"> Before and After case description Before and After 2-column table 	
7. Test Drive the Remote 1		
7.1. Instruction sheet 7.2. Sheet showing correct answers 7.3. Pictures of remote controls	<ul style="list-style-type: none"> Test Drive the Remote 1 	

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8. Test Drive the Remote 2		
8.1. Instruction sheet	<ul style="list-style-type: none"> • Test Drive the Remote 2 	<ul style="list-style-type: none"> • Timer (bring one) • Small prizes for winners (buy)
9. Test Drive the Remote 3		
9.1. Instruction sheet 9.2. Activity 9.3. Handouts: Hooking up a laptop	<ul style="list-style-type: none"> • None 	
10. Power Up		
10.1. Instruction sheet 10.2. Sheet entitled “Power Up” that begins “Meet Cindy...” 10.3. Sheet entitled “After taking a deep breath...” 10.4. 2-sided answer sheet. One side begins “Cindy finds a job aid...”		

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11. Service Desk		
11.1. Instruction sheet 11.2. Sheet entitled “SOS Place a call to the OTN Service Desk” 11.3. Handouts of sheet entitled “If you need to call the OTN Service Desk...”	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • May need to replenish copies of 11.3 (handouts)
12. Steps for an OTN Clinical Appointment		
12.1. Instruction sheet 12.2. Activity sheet (legal size) 12.3. Envelope containing 8 steps (slips of paper) 12.4. Sheet showing correct sequence of steps (legal size) 12.5. Scheduling handout	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • File folder for the answer sheet • May need to replenish copies of 12.5 Scheduling handout

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13.Scavenger Hunt		
13.1. Instruction sheet 13.2. Activity sheet 13.3. Sheet showing correct answers 13.4. Handouts – Equipment components	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • May need to replenish copies of 13.4 (handouts) • File folder for the answer sheet
14.Sign-out		
14.1. Blank evaluation forms	<ul style="list-style-type: none"> • None 	
15.Optional Station: BSO in a Nutshell		
15.1. Suggestions on how to plan this station	<ul style="list-style-type: none"> • None 	

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16. Fair refreshments		
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	Buy before the event: <ul style="list-style-type: none"> • Plastic cups • Small paper plates • Paper napkins • Bottles of juice, other drinks • Fair food (e.g. caramel corn, snack bars, chocolates, chips, etc.) • Small prizes for the winners of station 8 competition