**Steel City LUG – International Children Festival 2015 Operation Guide**

**Background:** Steel City LUG (LEGO User Group) is a social club of AFOLs (Adult Fan of LEGO). Started in September 2012, the group has grown to over 200 members. The group builds public displays for libraries, museums, and art galleries, runs events, and exists to be a resource to the Pittsburgh area. Visit SteelCityLUG.com for more information or find a club volunteer on site. There is also a window display at 805 Liberty Avenue with creations from the group.

**Setup:**

* **Receiving table** - A receiving table should be placed near the entry point to explain the booth activity.
* **Build Area** - A separate build area should have tables pushed together. The edges and corners of the tables should be sealed/taped together to prevent parts from falling through. Parts will be scattered in the center of the tables for access from all points.
* **Track** – The derby track should be placed far enough away from the build and receiving tables to allow public to stand near to the track without disrupting the throughway.
* **Axles** – consists of a 2x6 plate, attached to a 2x2 brick with pin on either side. Wheels are attached.

**Operations:**

* **Receiving Table –** There should be no less than 2 staff at the receiving table at all times. They should welcome the public in and explain the build process and race process.
  + **Build –** 2 axles will be given per child. Once they build a car, they can get in line to race it down the track. Once they’re done racing and building, please return the axles to the receiving table for redistribution.
  + **Axles –** make sure you reclaim used axles for redistribution when they leave.
* **Building** – Cars should not exceed 10 studs wide (should not extend beyond the outer edge of the wheels) to avoid bumping into other cars. Do not build underneath the axles so that it can be guided down the track. Use brick separators around the table and discourage the use of teeth.
* **Track** – There should be at least 1 person to receive cars from children. Make sure no one touches the track or the cars and a safe distance is maintained. At least 1 staff should be ready to pick up the cars at the end of the track and give them back to their builders to rebuild, get back in line, or take apart and return the axles to the receiving table.

**Tear down:** At the end of the day, count the number of axles returned to the bin, disassemble all cars left, and redistribute separators and parts for the next day. Parts are fine to be left on the table. Check the ground for loose parts. Make sure all items are secure inside the tent and the tent is secured shut before leaving.