**Host Special Speakers**

**(Travel, Diversity, Culture, Faith, Service, Culinary History and more)**

**Budget:**

Varies based on speaker

**Suggested number of staff needed to facilitate:**

1 - 2

**Description of program:**

https://melibeeglobal.com/book-a-speaker/

**Things someone show prepare for to put on a similar program:**

Room reservation, budget, on campus marketing - I keep it as simple as possible as I remember how busy things are on a campus after many years as a study abroad director!

**Email contact for further details/questions:**

info@melibeeglobal.com

**Book Day**

**Budget:**

$30 - $50

**Suggested number of staff needed to facilitate:**

4

**Description of program:**

International Student and Scholars with dependents are invited for a book day on campus (or in the community). They start with a story time with a few books being read to them. They then each get bags of free books to take home with them that have been sorted based on age. There is a small snack provided at the end.

**Things someone show prepare for to put on a similar program:**

Limit the number of families attending to the first 25 that RSVP. Start asking for (good condition) book donations 2 months prior to the event. Sort books based on age level. Advertise event for babies through 5th grade reading level. Ask Publix/Kroger for reusable grocery bag donations and have them pre-filled by age category for the day of the event.

**Email contact for further details/questions:**

ltighe@uga.edu

**World Language Tables**

**Budget:**

$300 to spend on food/decorations. Free admission.

**Suggested number of staff needed to facilitate:**

8-10 facilitators. 1-2 check in staff.

**Description of program:**

Tables facilitated by volunteers provide participants with the opportunity to learn about world languages and cultures.

**Things someone show prepare for to put on a similar program:**

1. Table stands to identify each language table.

2. Print out a conversation starter cheat sheet for facilitators to follow. (How to say hello, goodbye, My name is, etc.)

3. Seek faculty to volunteer (foreign language professors), as well as off campus partners. We typically invite members from the Japan American Society of Georgia to host the Japanese table.

**Email contact for further details/questions:**

internationalization@ggc.edu

**International Thanksgiving Feast**

**Budget:**

Free admission. $6000 for food

**Suggested number of staff needed to facilitate:**

3-4 office staff (Catering staff not included)

**Description of program:**

Guests enjoy traditional U.S. Thanksgiving fare, various international cuisines, and live music/performances. One year the feast also included an International Bazaar where international student clubs showcased aspects of their cultures to guests.

**Things someone show prepare for to put on a similar program:**

-Coordinating with student organizations/representatives  
-Depending on what your budget is, you may consider collaborating with other offices  
-Menu, you want to be diverse - but make sure the items you include are authentic to the country represented and can be re-created by your catering vendor.

**Email contact for further details/questions:**

internationalization@ggc.edu

**World Music & Poetry**

**Budget:**

N/a. Free Admission

**Suggested number of staff needed to facilitate:**

1-2 office staff   
At least 10 staff, faculty and student volunteers to present.

**Description of program:**

Faculty, staff and students will sing or read poems/songs from different cultures and languages.  
The poems must be read in a language other than English.

**Things someone show prepare for to put on a similar program:**

-You may want to supply subtitles on a projector   
-It may be best to have a schedule (like a talent show) instead of allowing guests to present

**Email contact for further details/questions:**

internationalization@ggc.edu