



Thank you for your interest in collaborating with Best Buy during Teen Tech Week 2017. Here are a few frequently asked questions that will help determine if your location is a right fit for this initiative.

**1. What does it cost to have this workshop at my library?**

These workshops are offered at no charge to any library or the participants of the workshop.

**2. Who facilitates the activity the library team, or Best Buy?**

Best Buy's experienced Blue Shirts and Agents will facilitate the workshop, and library staff is expected to be actively engaged to assist the Best Buy team throughout the session.

**3. What are the library staff requirements and expectations?**

Each library location will be responsible for local recruitment of students, partnering with schools, and other community agencies for distribution of marketing materials. Each library will identify one staff member to collaborate with a Best Buy employee to help coordinate the event.

**4. What curriculum will be taught to the students?**

The curriculum will be provided by Best Buy's signature program, Geek Squad Academy, and will cover webmaking, including basic HTML and CSS, through hands on activities.

**5. Is there a minimum or maximum student count, or desired age?**

In order to provide a great experience to everyone involved we are seeking to engage a minimum of 20 students and no more than 40 per session. Students should be 12 - 16 years old. It is preferred the location has consistent attendance of 20 or more prior to expressing interest in this opportunity.

**6. What is the tech equipment commitment for selected locations?**

Each location should have at least one computer (desktop or laptop) per student participant, not to be less than 20, with high speed internet. To check internet speeds please go to <http://www.bestbuy.com/site/tech-tips/broadband-speed-test> on a computer on the library's network.

**7. What is the desired time and day of the week?**

This activation can be hosted any day of the week during Teen Tech Week 2017 March 5 – 11, 2017. The session can be held during or after school for a one-hour activation. Please ensure adequate time for participants to arrive if held after school.

**8. Our library requires an insurance waiver to participate, who should I connect with regarding this?**

If your location has an insurance waiver that needs to be signed by Best Buy, please send an email with the waiver attached to [CommunityRelations@bestbuy.com](mailto:CommunityRelations@bestbuy.com) with the subject "Insurance Waiver for Teen Tech Week".

**9. Who do we work with for a press release and media?**

If your library is selected you will partner with Best Buy's Media Team to help leverage media and create press releases.

**10. Will marketing materials be sent to help promote the event?**

Yes, each selected location will be sent digital materials that should be printed to post and distribute throughout the school or community.

For more information on how Best Buy supports local communities, please visit our website [bby.com/commuityrelations.com](http://bby.com/commuityrelations.com).

If you have questions that have not been answered please reach out to Beth Yoke [byoke@ala.org](mailto:byoke@ala.org).