

Teacher Enrichment Initiatives Science Night Planning Checklist

Science Night Committee		
Leadership	email	Cellphone
Chairperson:		
Specialist:		
Committee Members (Grade Level Representatives)		
Name/Grade Level & Duties	email	Cell phone
1.		
Committee Duties:		
2.		
Committee Duties:		
3.		
Committee Duties:		
4.		
Committee Duties:		
5.		
Committee Duties:		
6.		
Committee Duties:		
7.		
Committee Duties:		
8.		
Committee Duties:		
9.		
Committee Duties:		
10.		
Committee Duties:		

External/Community Resources			
<i>Contact Name</i>	<i>Organization</i>	<i>email</i>	<i>Service/Activity</i>

Science Night Checklist

Check	Task	Countdown	Assigned To:
4 - 6 Months Prior			
	If applicable, review last year's science night data and information	4 - 6 months	
	Assemble planning committee	4 - 6 months	
	Finalize Science Night objectives and theme	4 - 6 months	
	Obtain administrative approval and set date	4 - 6 months	
	Ask school secretary to put Science Night on master calendar	4 - 6 months	
4 Months Prior			
	Contact PTA/PTO about partnership and/or financial support, food support	4 months	
	Create a budget	4 months	
	Determine format of Science Night	4 months	
	Contact outside organizations (area museums, nature centers, local universities, etc.)	4 months	
	Send emails to potential participating organizations with Science Night details (date, time, location, learning objectives, etc.)	4 months	
3 Months Prior			
	Create "to do" spreadsheet: organizations contacted; contact information (key person); RSVP status; thank you for RSVP sent; activity type (hands-on, demo); activity supplies (electricity, tables, chairs, Wi Fi access, etc.); post event thank you sent; other	3 months	
	Create and confirm list of activity stations	3 months	
	Send thank you when presenters/activity facilitators RSVP; ask what supplies are needed (electricity, tables, chairs, Wi Fi access, etc.)	3 - 2 months	
2 Months Prior			
	Contact administration to confirm logistic details (rooms, custodial support, security, etc.)	2 months	
	Create supply lists for event and for presenters	2 months	

Science Night Checklist

Check	Task	Countdown	Assigned To:
<i>1 to 6 Weeks Prior</i>			
	Create maps of school with presenter assignments.	6 weeks	
	Create sign-ups for staff to assist with activities and/or provide additional support	6 weeks	
	Promote Science Night at staff meetings and through email blasts	6 weeks	
	Publicize the Science Night: create advertising or promotion plan for Science Night (newsletter, social media, website, email, local paper, etc.)	5 weeks	
	Organize student ambassadors	3 weeks	
	Ambassadors – need 3 ambassadors for every 30 minute time slots to: distribute programs to attendees, direct flow of attendees, guide activity facilitators to tables, etc.	4 weeks	
	Create and distribute parent information letter about Science Night.	3 weeks	
	Send reminder emails to presenters/activity facilitators.	3 weeks	
	Create event evaluations for the Science Night: student and/or parent survey. To be completed as they leave Science Night.	3 weeks	
	Review event evaluation with committee and obtain administration approval.	3 weeks	
	Email Science Night reminders to school faculty.	2 weeks	
	Prepare “Thank you” notes in advance to be mailed to presenters/activity facilitators.	2 weeks	
	Finalize presenter spreadsheet and activity map.	2 weeks	
	Create “passport” for students to collect stickers or stamps for participating in Science Night	2 weeks	
	Send Science Night reminders home with all students.	2 weeks	
	Prepare presenter welcome folders (include map with assignments, thank you note, stickers or stamps to place on passports)	1 week	

Science Night Checklist

Check	Task	Countdown	Assigned To:
<i>The Week of the Science Night</i>			
	Parent phone call/email blast reminder about Science Night.	2 days	
	Organize materials for each activity station. Include any directions for any "make and takes".	2 days	
	Ambassador Training: smile, eye contact, practice greeting people, practice what to say when passing out program or flyer or passport.	2 days	
	Create signs for presenter stations.	2 days	
	Post signs outside presenter rooms or activity tables.	Today	
	Ensure presenter rooms have necessary technology and materials requested by presenter.	Today	
	Set up any student projects for display around the school.	Today	
	Set up refreshment tables (if refreshments provided).	Today	
	Set up main table in lobby with area for presenters to sign in and for students to pick up passports and families/student sign in.	Today	
	Greet presenters in lobby and thank them for participating.	Today	
	Check on ambassadors.	During Event	
	Check on presenters: do they need anything?	During Event	
	Cleanup crew.	After Event	
	Complete Science Night reflection and meet with Science Night committee to discuss.	1 week after	
	Send thank you notes to volunteers, community resources, administration, and support staff.	1 week after	