

Family Science Night Checklist

Check	Task	Time Frame	Who
	Re-examine last year's plus/delta, discuss	August	
	Assign roles (duties)	August	
	Set date for Science Night	August-September	
	Give school secretary event date for master calendar	August-September	
	Contact cafeteria about bag lunches	September	
	Brainstorm ideas and list for presenters	September-October	
	Contact PTA about ordering and serving pizza	October	
	Check prices and order tri-fold boards for student projects	October	
	Send emails to potential presenters	September-January	Carol Wooten
	Send Science Night notification flyer to all students for Monday folders (copy and distribute to all teachers)—include section for pre-ordering pizza	January	
	Send science project instructions and description letter home for students (include timeline for due dates)	January	
	Contact assistant principal to confirm cleaning of rooms following the event	February	
	Create list of presenters	February	
	Create Sign Up Genius for staff to assist with stations, promote at staff meeting and on email	February	
	Turn in bag lunch orders to cafeteria manager (each class)	early March	
	Assign classrooms to presenters	early March	
	Create commercials for Science Night, air on morning Hunter News daily (during the week prior to event)	early March	
	Post list of rooms to be used, email list to staff	early March	
	Organize student ambassadors by sending letter of interest and time slots (need 3 ambassadors for every 30 minute time slot to distribute programs to attendees and help presenters find rooms)	early March	
	Record student ambassador responses on spreadsheet for assigned times	early March	
	Purchase make and take materials using \$400 from PTA	early March	
	Send reminders/pre-prepared "thank you in advance" emails to presenters	mid-March	
	Email staff reminder about Science Night (view projects the day following the event, post sign up for time outside cafeteria door)	mid-March	
	Create maps of school with presenter assignments	mid-March	
	Create spreadsheet of final presenter room assignments and passport	mid-March	
	Copy map with spreadsheet and passport for attendees (two-sided)	mid-March	
	Send Science Night reminder half sheet in Monday folders to all students	Monday prior to event	

	Prepare presenter welcome folders (include map with assignment, thank you note, stickers or stamps to place on passports, pizza voucher)	Monday prior to event	
	Parent phone call reminder about Science Night	two days before event	
	Organize make and take materials by station, include directions in each make and take box	two days before event	
	Ambassador training (smile, eye contact, practice how to greet people, practice what to say with distributing program and passport)	two days before event	
	Create signs for presenter rooms and thank you notes for presenters	two days before event	Student ambassadors
	Post signs outside presenter rooms	afternoon of event	
	Ensure presenter rooms have technology and materials as requested from presenter email (i.e. extra speakers for computer, tables set up, hand sanitizer, additional laptop)	afternoon of event	
	Set up projects in cafeteria (by end of the day)	afternoon of event	
	Set up tables for pizza	afternoon of event	
	Set up main table in lobby with area for presenters to sign in, place crate to turn in completed passport under table (will be monitored by staff member)	afternoon of event	
	Deliver make and take materials boxes to assigned rooms	afternoon of event	
	Greet presenters, thank them for presenting	during Science Night	
	Check on presenters (make sure they have utilized pizza voucher for free dinner and have all materials needed)	during Science Night	
	Check on ambassadors	during Science Night	
	Remove science projects from cafeteria by the end of the day	one day after event (afternoon)	Science teachers
	Complete plus/delta Science Night reflection	April meeting	

Committee Members:

Chairperson: Carol Wooten

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Academic Specialist:

Specialist: