

Family Science Night Check List

SCHOOL & DATE _____

2 Weeks Ahead:

- _____ Send flyer to school
- _____ Send reminder to school
- _____ Recruit assistants
- _____ Reserve 1-2 15-passenger vans

1 Week Ahead:

- _____ Prepare activity schedule
- _____ Make room assignments for each activity
- _____ Order activity supplies
- _____ Email reminder to presenters
- _____ Send press release to Daily Mining Gazette, L'Anse Sentinel, TV 6, other
- _____ Confirm teachers/staff to help with greeting families

2-3 Days Ahead:

- _____ Purchase activity supplies
- _____ Purchase drinks/cookies for presenters' dinner
- _____ Prepare program, sign-in sheets, door signs, name tags, parent eval'ns copied
- _____ Copy presenter evaluation forms
- _____ Call newspaper & TV stations to remind

Family Science DAY:

- _____ Pick up van by 4 pm.
- _____ Camera & film
- _____ Order pizza /subs for presenters' dinner
- _____ Pick-up pizzas/ subs at 5 pm, or have delivered to school
- _____ Put ID labels on activity boxes
- _____ Help students find their activity boxes in the storage room (get key from any CEE faculty or staff).
- _____ Help students make any copies needed (Copy code: 3341-41).

At Family Science Night:

- _____ Distribute to presenters: program, name tag, parent evaluation forms
- _____ Put up door signs on classrooms.
- _____ Set up registration table (sign-in sheets & signs, programs, nametags, markers/pencils) & post signs.
- _____ Set out box for completed evaluations (either box lid or clear plastic container)
- _____ Instruct greeters to have ALL parents & students sign in and make nametags
- _____ Remind presenters:
 - ◆ Even out numbers so you're presenting to equal-sized groups
 - ◆ Combine groups if only a couple students in each presentation
 - ◆ Be enthusiastic !!
 - ◆ Only do FSN introduction for first presentation
 - ◆ Remind Assistants to help latecomers join the activity, get chairs, handouts, etc.
 - ◆ Remember to handout parent evaluation forms after second presentation.
 - ◆ Everyone cleans up at end and helps carry boxes to van.
- _____ Take photos of all presentations
- _____ Evaluate presenters in *ED 3510 Communicating Science* class

Day After:

- _____ Email "thank you" to all presenters; send parent evaluation summary
- _____ Summarize numbers attending by grade/parent
- _____ Summarize parent evaluations
- _____ Send summary to school principal and ISD

____ Turn in receipts and reimburse presenters