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