

THEME

(Ex: Spooktacular! The STEAM Behind Halloween or Spring into STEAM)

Science, Technology, Engineering, Arts, and Math

Month, Day, Year

Include any needed instructions for the recipients of the planning form. For example, if you are sending this out to teachers let them know what are their responsible for filling out, by when it needs to be filled out, and what will they need to be successful.

Please include any materials needed to be successful. Keep in mind budget constraints and plan a backup plan in case materials cannot be purchased. You will be notified if any of your materials requested will not be purchased.

Pre-Kindergarten	Science	Technology	Engineering	Art (can be combined with science, tech, engineering, or math)	Mathematics

Kindergarten	Science	Technology	Engineering	Art (can be combined with science, tech, engineering, or math)	Mathematics

1st Grade	Science	Technology	Engineering	Art (can be combined with science, tech, engineering, or math)	Mathematics

2nd Grade	Science	Technology	Engineering	Art (can be combined with science, tech, engineering, or math)	Mathematics

3rd Grade	Science	Technology	Engineering	Art (can be combined with science, tech, engineering, or math)	Mathematics

4th Grade	Science	Technology	Engineering	Art (can be combined with science, tech, engineering, or math)	Mathematics

5th Grade	Science	Technology	Engineering	Art (can be combined with science, tech, engineering, or math)	Mathematics

Specials, Support, Life Skills, Library, & GT	Science	Technology	Engineering	Art (can be combined with science, tech, engineering, or math)	Mathematics

Checklist to Help Plan Your Event:

In the Beginning

- After consulting with the principal, lead teachers and other staff decide the type of STEM event you will be putting on this spring. Now is a good time to begin to choose a theme for your event.
- Choose a date and time and put it on the school calendar. Be sure to have an alternate date due to inclement weather.

Two Months Out

- Present the concepts theme and ideas to the staff and enlist volunteers to serve on a planning committee. This committee will immediately meet to choose activities, locate resources, and determine supplies needed.
- Write letters to local businesses requesting exhibits, supplies or donations to purchase materials.
- Write letters to local universities, local engineering societies, and businesses for volunteers.
- Send an information flyer home with students inviting parents to volunteer as well as a list of supplies needed that can be donated. Be sure that you have a collection site and have a plan to organize the materials as they arrive.
- Send an email to the staff requesting volunteers for the event.

One Month Out

- Invite other school administrators and special guests.
- Notify the local press about your event. Ask for them to cover the event well as send a photographer.
- Make sure the event is advertised on the PTA website, school website, and school outdoor sign if there is one.
- Create a schematic drawing of where each activity will be completed and inventory tables needed in order to decide if more tables are needed

Three Weeks Out

- Assign volunteers their tasks. Make sure you have people to help set up and clean up. Note: at least two people (preferably those who have been most involved in all aspects of planning) should not be assigned a specific center so they can keep an eye on everything and deal with issues if they arise. Scissors break, string runs out, and things spill, so you will need runners to deal with this.
- Give staff members and other volunteers their design briefs and activities. Remind them to actually do the activities so that any problems or questions can be answered.
- Begin to make activity packets for each center.
- Purchase materials still needed.
- Arrange for any refreshments for volunteers- if applicable.
- Continue to advertise: posters in school, PTA newsletter, community newsletter, school website, and Facebook page.
- Develop a system for distribution of attendees. You don't want them all heading to one area. We use colored- coded fliers that are distributed by greeters at the door. Each color has families heading to different locations so the population is spread throughout the event and we don't end up with bottlenecks in areas.

One Week Out

- Make sure your custodial staff knows of any furniture, tables or equipment that they will need to move.
- Draw a master floor plan that includes furniture and labels for activities. Make duplicates so these can be given to volunteers who will be setting up.
- Inventory trash cans needed.
- Create a check-in system and schedule for volunteers.
- Verify volunteers via email or phone
- Prepare thank you notes for volunteers so those are ready for the day after the event.

Day Before Event

- Posters of engineers at their jobs, descriptions of engineering careers and quotes from engineers about engineering are all possibilities. Adding some balloons at the registration table or the entrance not only adds a festive atmosphere but also designates where the families should stop first and get information.
- Organize materials in boxes for each area and add garbage bags to each box.
- Create a central location for extra supplies such as scissors and tape.

Day of Event

- Assign one person to be a photographer who will rotate through the activities throughout the evening.
- Don't forget to keep the office staff abreast of important aspects of the event, especially those involving outside volunteers so that she or she can field phone calls.
- Order pizza for the volunteers who are staying after school and won't have time to go home for dinner before the events start.
- Set up should begin at least three hours before the actual event.

Have fun!!!