

# In-Person Community STEM Event CHECKLIST for Community Colleges

## First Tasks:

- Fill out STEM Outreach Request form:
- Plan **Event Parameters** at least 3 months in advance. *More information of page 2.* BioNetwork staff are available to help with the navigating paramater options. *(Note- this may need to be done sooner in order to secure facility space on your campus and request any potential marketing assistance.)*

## Once Event Parameters are established:

- Secure necessary space with your campus facilities. *(Note- space requirements may be dependent on the event parameters.)*
- Begin recruiting **volunteers** as soon as possible. At least 1 person will need to be at each table at all times. Additional volunteers may be needed depending on Event Parameters. *More information below.*
- Begin advertising as soon as possible.

## Week of event:

- Verify use of space with facilities and any special requests you may have made.
- Check-in with volunteers to make sure they are set and feel prepared.

## VOLUNTEER INFORMATION



- Each activity will need at least one person to guide participants through the experience. However, more volunteers per an activity is always helpful.
- Volunteers can come from many places:
  - Within your department/grade
  - Other campus departments/grades *(consider sending out an all-staff email)*
  - College students *(consider reaching out to your local community college student body- many student groups have community service requirement)*
  - Local industry/business
- If running a long event, consider having the volunteers sign-up for shifts.
- It's generally a good idea to make sure there is plenty of water for your volunteers. Talking non-stop for even an hour can lead to thirsty throats!
- Ask volunteers to plan to be there for set-up or at least 20 minutes before the event begins, as well as for break-down.
- Recruit additional volunteers for set-up and break-down, especially if you are not asking activity facilitators to be present during those times.

# EVENT PARAMETERS TO CONSIDER:

## Size & Scale



- How many people do you plan to attend? If you are hosting a STEM Night at your school, you will need to keep in mind the family and friends that may attend in addition to the students.
- How many activities do you hope to have for participants to engage with?
- What space(s) do you have available that can fit that many people and/or activities?

## Date & Time



- Is this an evening weekday event? Weekend afternoon?
- Consider looking into other large events happening nearby in your community and either piggy-backing off of them or avoiding that date completely.
- Look the school district's calendar. While hosting during Spring Break may seem like a good idea, many families actually travel out of town and may reduce your numbers.
- How long will your event last? Shorter events can be held on a weekday evening, while longer events work best on weekend afternoons.

## Location



- If planning an outdoor event, make sure you have an indoor back-up plan.
- What spaces are best for having large groups of people, including small children and the elderly, walk around?
- Are there any spaces or facilities you are wanting to showcase to the public?
- Is there public parking close by? The closer people can park to your event the less likely they are to get lost on your campus.

## Duration



- Table top activities provided can last anywhere from 5–20 minutes, depending on the involvement and interest of the participants. We suggest a 2hr window in which the public can visit and participate in these activities.
- Additional tables, activities, etc. will increase the time participants spend at the event and on your campus. If a large number of tables/activities are added, you may want to consider extending beyond the 2 hour window.
- Activities that last longer than 30 minutes do best in their own room to start and end on a schedule. It is also recommended to have a sign-up sheet either during registration or placed outside the room.
- Due to jobs and bedtimes, weekday evening events are recommended to stay within a 2 hr window, ideally between 5:30pm – 7:30pm or 6pm–8pm. Events longer than 2.5 hours are also best held on a weekend afternoon.

## Set-up & Break-down



- Make sure to include in your request facilities enough time to set-up for the event and break it down after. We recommend starting to set up 1.5 hrs before the start of the event so that everything is ready to go and all volunteers are relaxed and not rushed.
- You may want to consider getting additional volunteers just for set-up and break-down.

## Additional Items to Consider



- Inviting other departments such as Recruitment & Outreach, Student Government Body, campus clubs, etc. to participate by having their own information table and/or offering an activity.
- Inviting local industries and businesses to have an information table. This is a great way for them to both advertise their business and recruit staff.
- Providing food, either free or available for purchase. Free pizza is a great way to attract a crowd. You can also consider inviting local food trucks to come to the event.