Community STEM Event CHECKLIST

NC COMMUNITY COLLEGES | BioNetwork

8-12 WEEKS OUT

- Fill out the STEM Outreach Request form: https://www.ncbionetwork.org/stem-event-request
- Plan **Event Parameters at least 2 months in advance**. *See page 2*. BioNetwork staff are available to help with navigating the parameter options. (*Note– Your facility reservations or marketing dept may require more advance notice.*)

4-6 WEEKS OUT

- **Secure necessary space with your campus facilities.**
- **Begin recruiting volunteers 4-6 wks before the event**. At least 1 person will need to be at each table at all times. *See below.*
- **Begin advertising 4-6 wks before the event.** Request assistance from your marketing dept and/or let BioNetwork know if you need ideas!

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.
- **Put out directional signs** incl: where to park, how to get to buildings/rooms, room signs listing activity. Consider **making a map** to post around the event and/or handout to visitors and volunteers.

VOLUNTEER INFORMATION

- **Each activity will need at least one person** to guide participants through the experience. However, more volunteers per 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)
  - Older Students (consider reaching out to your local community college or high school student body– many student groups have community service requirement)
  - Civic Groups like Girl Scouts, Boy Scouts, 4-H Clubs
  - Local industry/business
  - Recruit volunteers @ https://www.volunteermatch.org/
- 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!
- For events that occur during a meal time, such as lunch or dinner, consider providing snacks, light refreshments, or even meals for volunteers.
- Ask volunteers to plan to be there for **set-up or at least 30 mins before** the event begins, as well as for **break-down, at least 30 mins after**.
  - You may want to recruit additional volunteers for set-up and break-down
- Keep a **contact list of all volunteers**, their phone, email, and their assignments.
- Make sure volunteers **understand what is expected**: time of arrival, duration of assignment, description of task they are assigned, etc. Having a **training 1 wk to 48 hrs** out helps to alleviate nerves and answer questions.

EVENT PARAMETERS TO CONSIDER:

SIZE & SCALE

- **How many people** do you expect 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 kind of activities?** Walk-up stations? Scheduled classes?
- **What space(s)** do you have available that can fit that many people and/or activities?
- For walk-up stations, we suggest having enough activities for 10 people/activity. Ex: if you are expecting 100 people, 10 activities would work best. Special activities with a set time and participation limit will be determined by room & materials capacity.

LOCATION

- **If planning an outdoor event, make sure you have an indoor back-up plan or make-up date.**
- What spaces are best for having large groups of people? Will you be including small children?
- Are there any spaces or facilities you are wanting to showcase to the public?
- Is there public parking close by?
- If after day light hours, is the area well-lit? Is parking well-lit?
- **Try to keep all activities as localized and accessible as possible.** Having activities too spread out can discourage or prevent those with limited mobility from visiting all areas.

DATE & TIME

- Is this an **weekday evening** event? **Weekend afternoon**?
- Consider looking into other large events happening nearby in your community and either collaborating with 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.

DURATION

- **Table-top activities can last anywhere from 5-20 minutes**, depending on the involvement and interest of the participants. For **100 people & 8-10 activities we suggest a 2 hr window** in which the public can visit and participate in each one.
- 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 hr window.
- **Activities that last longer than 30 mins do best in their own room** and to start and end on a **set 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 hrs** are also best held **on a weekend afternoon**.

SET-UP & BREAK-DOWN

- In your facilities request, make sure there is 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**, for example, is a great way to attract a crowd. You can also consider **inviting local food trucks** to come to the event.
- Wearing organization t-shirts or nametags so volunteers can be easily identified.

VOLUNTEER INFORMATION

Name	Contact Info	Assignment	1 week out confirmed & logistic info provided	24 hr confirmed

VOLUNTEER SIGN–UP

Assignment	Description	Location & Time	Volunteers
			1. 2.
			1. 2.
			1. 2.
			1. 2.
			1. 2.
			1. 2.
			1. 2.
			1. 2.
			1. 2.

Example Map 1

402

401

Gymnasium

107

105

103

101

116
Media Center

106

104

102

100
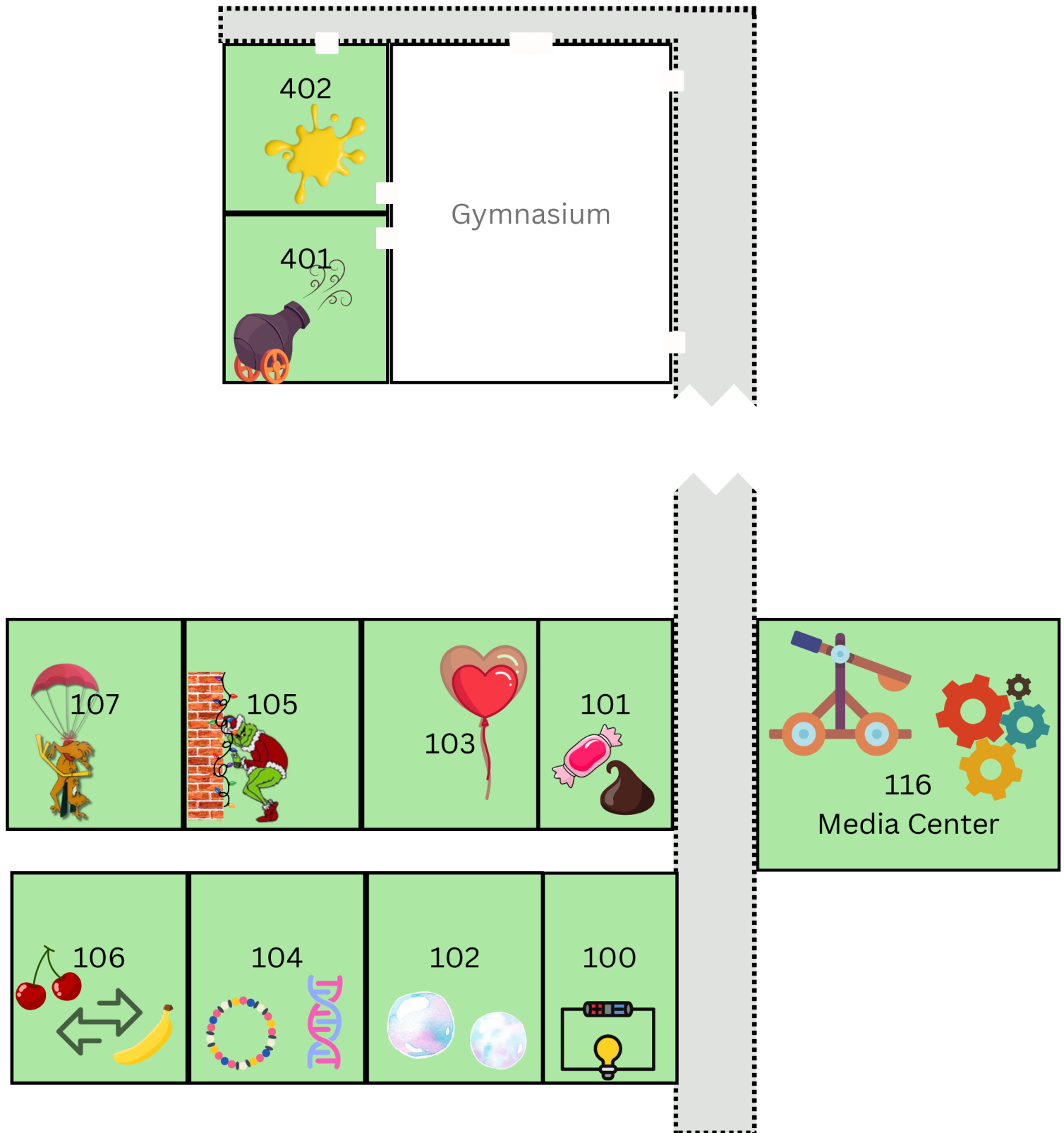
school entrance

Example Map 2

PLAN A — 1st floor

- ● chair (blue)
- 8ft table (red)

Storage

Escape Room

Crafty Circuits

Gown Up!

PCC HS | ThermoF. | PCC-PCS Technical Academy

PIZZA
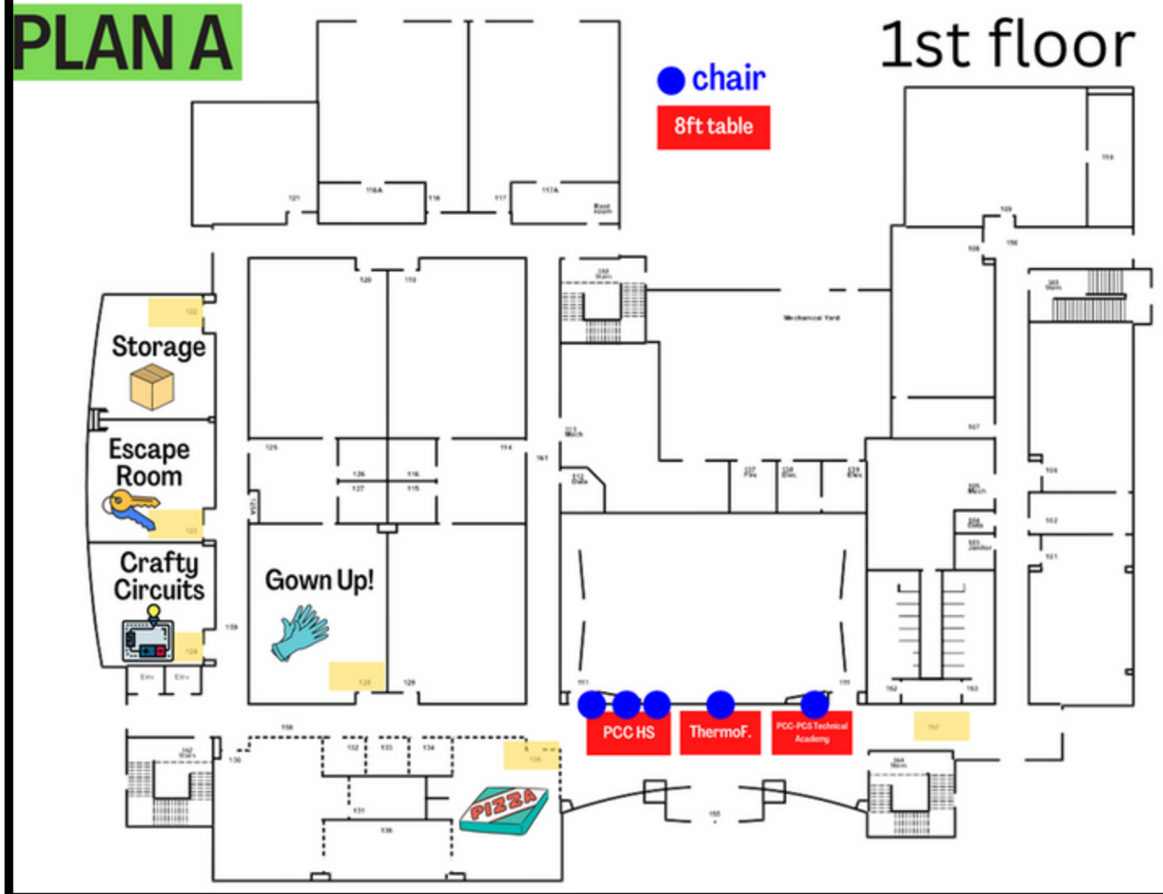
Good weather with some activities outside.

PLAN B — 1st floor

- ● chair (blue)
- 8ft table (red)

Paint by Pipette
Room 121

Dis-appearing Gum
Room 122

Break Out!
Room 123   SIGN UP!

Crafty Circuits
Room 124   SIGN UP!

Gown Up!
Room 128   SIGN UP!

PCC HS | ThermoF. | PCC-PCS Technical Academy

CHECK-IN   CHECK-IN

PIZZA
Room 135
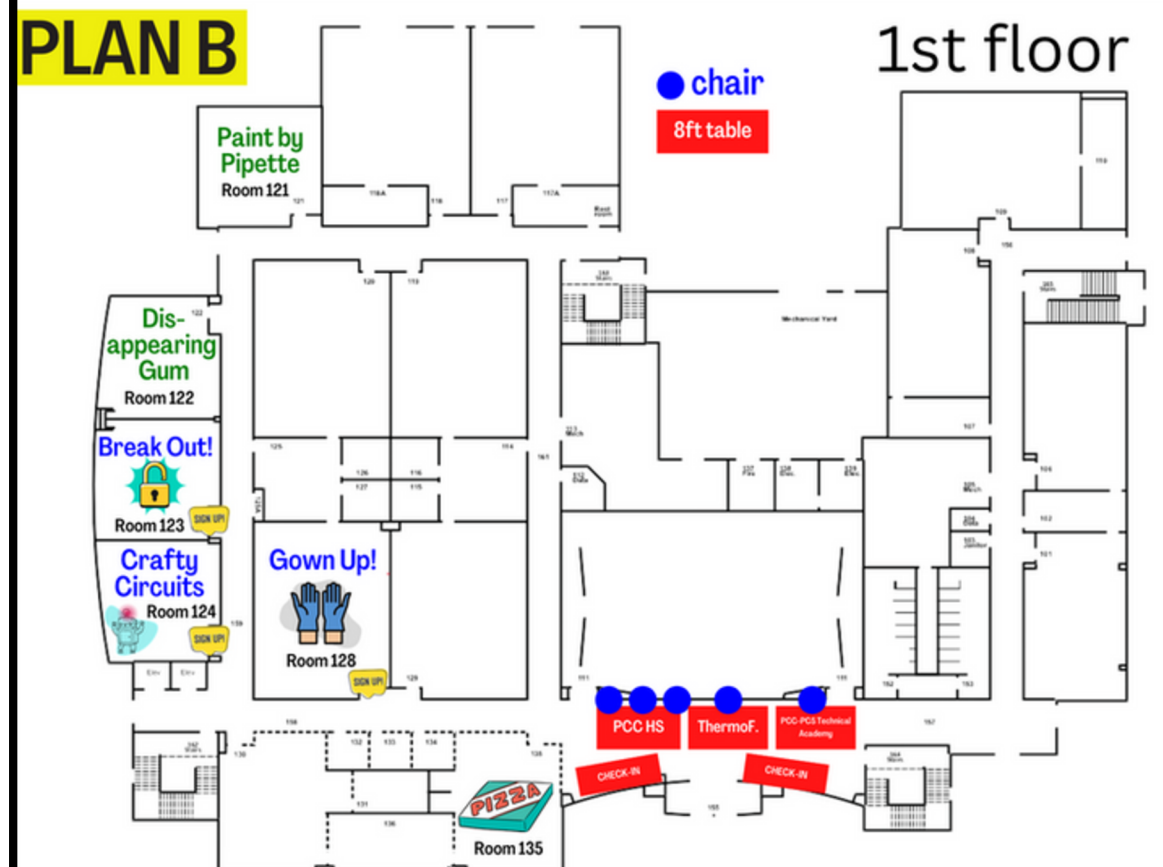
Inclement weather with outdoor activities moved inside. This also included a 2nd floor map.

Example Map 3

PLAN A

2-3 tables with chairs for eating.

GUM

CHROMO

CHECK-IN

CIRCUIT

CHECK-IN

PIPETTE

Possible to get extra lighting outside?

ENGINEE - RING

RESERVE SPACES FOR MOBILE LABS.

Walter and Marie Williams Building

WILLIAMS BUILDING First Floor

ROCKETRY
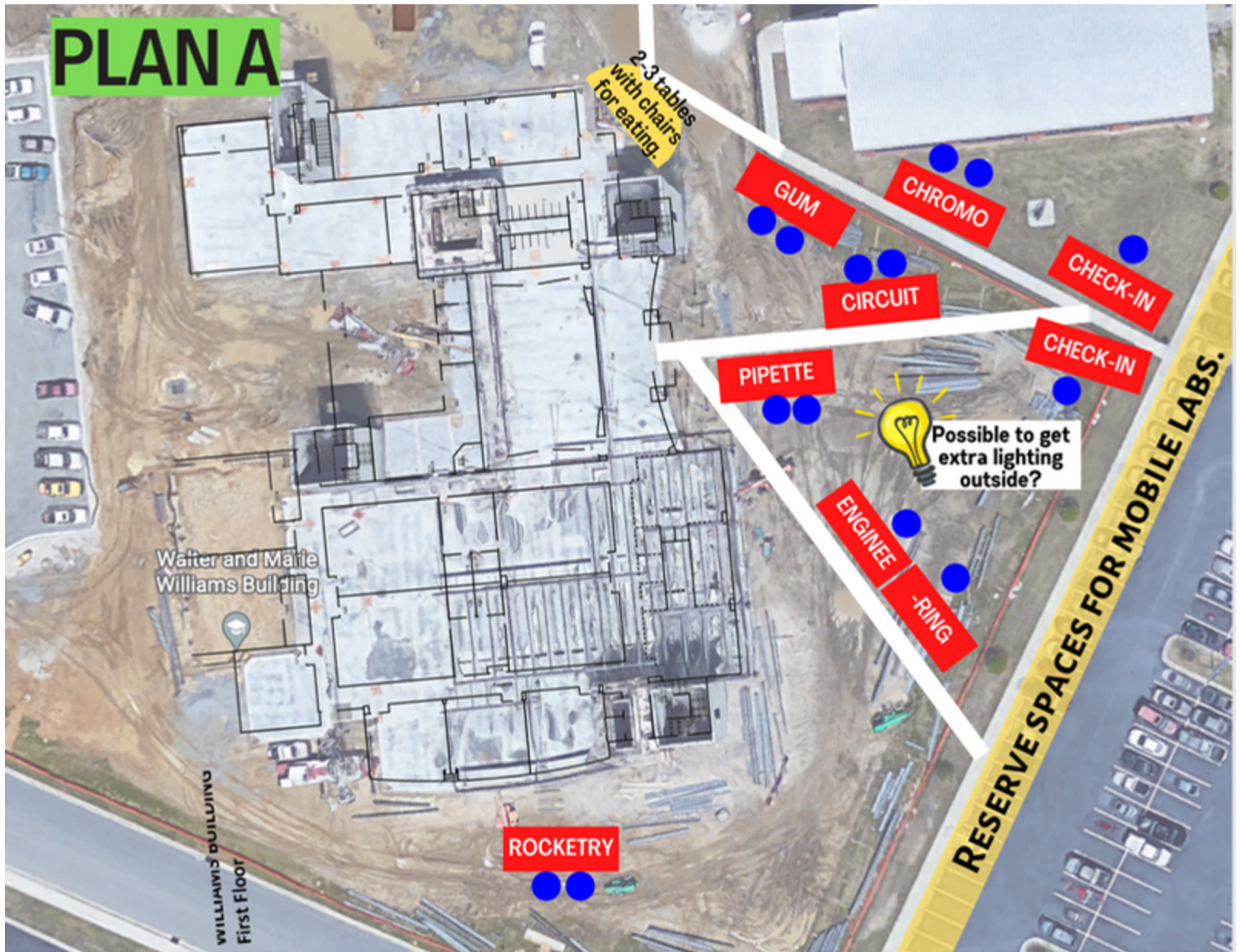
table ● **chair**

- Plan A included outside.
- Plan B showed where these activities would be inside in case of inclement weather.