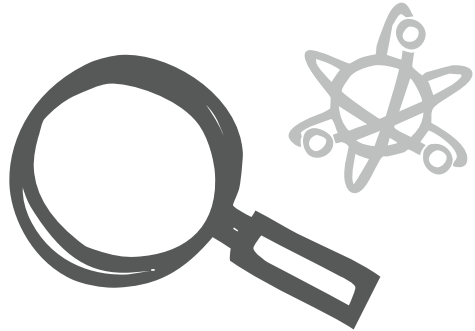




Family Science Fun Night Planning Guide



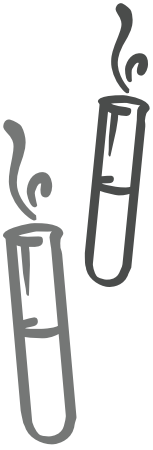
Site Requirements

- 20 6–8 foot tables. Please make sure the tables are set up prior to Museum staff arrival. Failure to do so may delay the start of the program.
- 1 chair per volunteer.
- 1 large room (enough to fit tables and participants).
- Water source nearby (custodial closet, hose, etc.).
- 1-2 trash cans.

Volunteer Requirements

- 20+ volunteers (1+ per station; expect a few not to show up).
- Volunteers should arrive 30 minutes prior to the start time of the program for training. This training is **crucial** to the success of the program.
- Any activity station without a volunteer is subject to being closed. The Museum staff will close down the messiest station first.
- Volunteers can be parents, teachers, high school honor students, NHS and PTA members. If you decide to recruit high school students to volunteer, please make sure they are responsible and on task during the event.
- Volunteers lead individual activities and must stay at their table for the duration of the program.
- We ask that volunteers will stay about 15–20 minutes after the program to help take down the activities.
- Be sure to confirm with the volunteers **before** the day of the program.





Program Details

- Payment is due in full 30 days prior to the event or your event is subject to cancellation.
- Museum staff will arrive 2 hours **before** the start of the program. Please have a representative at the front entrance to show us where to set up.
- There will be at least 2 Museum staff members who will set up the program completely, train the volunteers, ensure all activities are running smoothly, replenish all supplies and interact with the students and families.
- Museum staff will need at least 1 hour to clean up, though this may vary with programs.

Publicity

- **Advertise!** Copy the attached flyer (or print it in color from: www.aahom.org/programs/outreach/pdf/OutreachScienceNightFLR.pdf) as much as you'd like and post it all over the school.
- **Maximize attendance!** Offer extra credit, raffles, prizes, homework vouchers, food drives, etc. Ask the Outreach Coordinator for other successful ideas that have worked in the past.
- Each participant will receive a **discounted admission coupon** to the Museum. Please let your attendees know this!
- All volunteers receive a coupon for free admission to the Museum!
- **Invite the press!** Invite superintendents! Invite teachers from other schools! Many Family Science Fun Night programs have been featured in local newspapers.

