



Super Science Day Planning Guide



Site Requirements

- 10 6–8 foot tables. Please make sure 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) for the entire day. The Outreach staff is not able to break down and reset activities.
- Water source nearby (custodial closet, hose, etc.).
- 1–2 trash cans.

Volunteer Requirements

- 10+ 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.
- Make sure you have at least 10 volunteers for **every** hour. If you are planning to have different volunteers in the afternoon, they will need to be trained too.



Program Details

- Payment is due in full 30 days prior to the event or your event is subject to cancellation.
- Museum staff will arrive 90 minutes **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 1 Museum staff member who will set up the program, completely train the volunteers, ensure all activities are running smoothly, replenish all supplies, organize rotations and interact with participants.
- Museum staff will need at least 1 hour to clean up, though this may vary with programs.
- Each hour can facilitate **up to** 60 participants. Exceeding this number affects the quality of the experience for the participants.
- Please inform the Outreach Coordinator of grade-levels and number of participants as soon as possible to ensure age-appropriate activities.
- Please let teachers know that their classes should arrive on time for their program.
- Each participant will receive a discounted admission coupon to the Museum!
- All volunteers receive a coupon for free admission to the Museum!



