

**Event Checklist**

Leading up to your event, consider the following ideas to help your Invention Night run smoothly:

# Welcome All Families

* Think about how to make the event welcoming and comfortable for adults—adult- sized seating and appealing refreshments (for example) tell parents and caregivers, “This event is for *you*, too!”
* Post welcome and directional signs in multiple languages to fully represent your school community.
* Ask the school principal and/or PTA president to greet families personally and thank them for coming.
* Make sure plenty of parking is available for families; ask teachers and staff to park elsewhere during the event if onsite parking is limited.

# Event Set Up

* Think about how to best use your space so that you can fit enough seating, two additional separate tables for registration and prizes, and a dedicated area for food service and preparation.
* Prepare a sign-in sheet for families and students to sign in at registration (you can use this information to track attendance, send families a follow-up thank-you email and let them know about future PTA events)
* Put together a printed page with a welcome message, last-minute reminders (like how to download the app) and a list of people to thank (school principal, PTA volunteers, food source, etc.) so you’re prepared on the day of the event.
* Set up a table to display prizes that will be awarded at the end of the event. Decide whether participants must be present to win.

# Manage Volunteers

* Be sure all volunteers know their roles, when to arrive and where to report.
* Make sure that all volunteers know parents are “VIPs” (very important *participants*) in these events! Parents should be engaged in each of the activities, not just observing.
* Assign a specific volunteer to greet any media members who attend.
* Make sure these volunteers are well-versed in how to facilitate the inventions in case families are having difficulty with certain steps.
* In addition, volunteers will be needed to:
	+ Greet and orient families as they arrive (including having them sign in for evaluation purposes).
	+ Direct families to seating.
	+ Staff refreshment tables (if available).
	+ Hand out and collect evaluation forms.
	+ Staff a PTA table to encourage membership, help with any volunteer needs and answer questions.
* Track all volunteer hours for recognition and planning purposes.
* Thank volunteers during the event personally through a public announcement and/or with a small take-away gift.