

## Pre-Event Checklist

In the final days leading up to your event, consider the following ideas to help your STEM + Families event 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 (see our sample room organization plans under “Host Your Event”) so that you can have 10 tables as activity stations, 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 and a list of people to thank (Microsoft, 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.

**spark. inspire. engage.**

## 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 and host Microsoft representatives and any media members who attend.
- You will need at least one facilitator for each of your 10 activity stations. Make sure these volunteers are well-versed in how to facilitate the activity and have all the supplies they need.
- 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 stations.
  - ✓ 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.

**spark. inspire. engage.**

