

HOSTING A STEM + FAMILIES SCIENCE FESTIVAL FROM START TO FINISH

This guide includes helpful how-to documents and sample templates you can use to make planning a STEM + Families Science Festival easy. This information is also included in the online toolkit.

Step 1: Plan Your Event

Form a planning committee by inviting parents and teachers of STEM subjects to join. Recruit at least 10-15 volunteers to help during the Science Festival. Organize your tasks, create a budget and schedule deadlines. Reach out to local partners to gain donations and community volunteers.

General Planning

- Planning Your Science Festival: [Webinar Slides](#) and [Recording](#)
- [Science Festival Photo Carousel](#)
- [Event Planning Checklist](#)
- [Sample Budget \(en español\)](#)
- [Why STEM? \(Quick Talking Points\)](#)
- [How to Ask Parents What They Want](#)
- [Soliciting Donations Template](#)
- [Science Festival FAQs](#)

Choosing Experiments

- [Review Facilitator Guides and Choose Which Experiments You Will Host](#)
- [Materials Planning List - Interactive Spreadsheet](#)
- [Experiment Demonstration Videos](#)
- [Optional extension activities list](#) (Does your PTA want to host more than 10 activities?)

Getting Volunteers

- [Volunteer Sign-Up Sheet \(en español\)](#)
- [Tips for Recruiting Non-PTA Volunteers \(So PTA Parents Can Participate\)](#)
- [Invitation to Volunteer \(en español\)](#)

(Hosting events like this is also a great way to recruit new PTA members! Consider having recruitment flyers like [this one](#) at your event.)

Step 2: Promote Your Event

Utilize as many platforms as possible for promoting your event. Translate documents into languages your school community speaks.

- [Tips for Promoting Your Event](#)
- [Authorized STEM + Families Logo](#)
- [Invitation Letter to Parents \(en español\)](#)
- [Invitation Letter to Elected Officials \(en español\)](#)
- [Flyer Template \(en español\)](#)
- [Morning Announcement Template \(en español\)](#)
- [Media Advisory Template](#)
- Press Release Template: [\\$500 Renewal Grant Recipient \(en español\)](#), [\\$1000 Local Grant Recipient \(en español\)](#), or [\\$3000 Regional Grant Recipient \(en español\)](#)
- [Social Media Messages \(en español\)](#)

Step 3: Host Your Event

Ensure that everything goes smoothly at your Science Festival! Offer take-aways to parents who attend to help them retain and build on what they learned.

- [Event Day Checklist](#)
- [Sample Agenda](#)
- [Sample Room Organization](#)
- [Parent and Student Passport](#)
- [Science Festival General Overview](#)
- [Parent Engagement Reminder Posters \(en español\)](#)
- [National PTA Photo Release Form \(en español\)](#)
- STEM Resources: [Activities](#), [Careers](#), [Events](#), [Girls in STEM](#), [Research](#), [by State](#)

Step 4: Wrap Up

Be sure to thank your PTA, school staff, community partners and parent volunteers. Gather feedback, report your results to National PTA and use the findings to plan your next event. National PTA recommends offering an incentive for completing the survey (e.g. enter names into a drawing for a \$50 gift card donated by a local merchant).

- [Sample Thank You Letter for Volunteers \(en español\)](#)
- [Online Parent and Student Surveys \(en español\)](#)
- [Flyer with link to Online Parent and Student Surveys \(en español\)](#)

You also must submit your Program Leader Feedback Form along with event photos in your [grants portal](#).

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