How many volunteers are needed? How did you recruit volunteers?

Err on the side of caution and recruit more volunteers than you think you’ll need. You’ll want plenty of people at the sign-in table to answer questions, get photo releases filled out, and give directions. Those same people can float around the event to help with issues that arise. You’ll also want two to three volunteers at each table. A rule of thumb for total volunteers is one volunteer for every 10-15 attendees.

Can we create our own science experiments, or do we have to do Bayer’s experiments?

Because this grant is funded through Bayer, you are required to have the majority of your science experiments come from Bayer’s curriculum. There are step-by-step experiment guides for selected experiments in the toolkit and more Bayer experiments at [makingsciencemakesense.com](http://makingsciencemakesense.com).

Can it be a combined STEM event, or should it just be focused on Science Festival experiments?

You can have a combined event, but we do require that there is a focus on and attribution to Bayer, since they are the ones funding this.

How can we get people interested in attending?

Promote, promote, promote! Advertise the event frequently leading up to the night, and target both students and parents. Make parents aware by using social media and sending home flyers about the event. Don’t forget to be inclusive – consider if materials need to be translated into other languages. Also, consider options for families with differently aged children than the event’s target demographic. Make sure you will let people know there will be free food and prizes to go with all the family learning and fun!

How should we manage RSVPs and event sign-in?

Prior to the event, consider sending invitations (paper and/or electronic) and having people RSVP so you know how many people to expect. Some PTAs set an attendance limit based on space capacity. At the event, have a table by the entrance for people to sign-in, get their passports and fill out photo releases.

Should teachers be included in the Science Festival?

Of course! This is a great opportunity for teachers to extend the learning beyond the classroom. Some PTAs open the invite to teachers and even ask them to lead a station, but don’t require attendance. Other PTAs offered gift certificates or used grant funds to do a “thank you” breakfast for teachers.

Should we offer prizes during the Science Festival?

Prizes can be a great incentive for students and parents to engage with the experiments or turn in their surveys (think gift cards, food items, science tools). Consider having these out by the sign-in table to drum up enthusiasm. Your PTA also received ThinkFun games which you can raffle off as prizes throughout the event or give to engaged teachers at the school.

Is having food required at the event?

No, it is not required, but it is highly suggested. Since events are typically during dinner time, it can help keep kids’ energy up and make it more accessible for all families to attend. If you don’t have a large food budget, consider asking local pizza places or grocery stores for discounts! Be sure to keep the food area separate from the experiments though (and even consider starting the event earlier for an eating-only portion) to keep things clean and maintain kids’ attention during the experiments.