**Event Planning Checklist**

This checklist is intended to help you build a timeline that is specific to your PTA’s goals and events. Remember to include the following:

# At Least 6-8 Weeks Before Your Event

* Connect with school administrators and faculty to gather support and secure your event location.
* Engage different members of your school community (teachers, parents, students, staff, administrators) in an open listening session to identify local STEM strengths and needs—what would they like to see in a STEM + Families night.
* Determine when your event will be held using input from sponsor representatives and school leaders and keeping in mind families’ needs and schedules.
* Reserve your location. You can set up all activity stations in an open space such as a library, gymnasium or cafeteria. Or, host each station in a different classroom. Make sure you plan for a central area to welcome families and serve refreshments.
* Plan for accessibility for family members with disabilities. Is your event location accessible to those with mobility challenges? Would any families benefit from sign-language interpreters or other accommodations?
* Share event details and information with your PTA members. Recruit your planning team.
* Begin collecting supplies from the materials list.

# 4 Weeks Before Your Event

* Start holding regular planning meetings with your team.
* Begin promoting your STEM *+* Families event to families. Emphasize that this is a *family* event, and parents are expected to participate with their children. (See Tips for Promoting Your Event.)
* Assign volunteer roles and leads.
* Begin the process of translating event materials and arranging for interpreters for non-English speaking families, if needed.
* Consider whether transportation to the event could be a barrier and discuss potential solutions (e.g., use a school bus or provide bus passes).
* Ask for donations for event giveaways, including an incentive for families to complete the event evaluation form.

# 2 Weeks Before Your Event

* Solicit volunteers needed for specific roles on event day.
* Continue promoting the event. Consider posting signs in school, asking room parents, teachers and school staff to send flyers home with kids and include in the daily announcements
* Order food and drinks. Provide healthy snacks and a comfortable place for families to gather, eat and socialize.
* Begin to organize materials to be distributed and used with each activity.
* Review Facilitator Guides and distribute the guides to appropriate volunteers.

# A Week Before Your Event

* Ask volunteers to make phone calls to invite targeted families and ensure that caregivers understand the importance of their active participation during the event.
* Finalize event logistics, including creating a detailed day-of-event schedule and assigning specific volunteers to critical roles. (See Event Day Checklist.)
* Continue promoting the event.
* Check-in with volunteers to make sure they understand how to run their experiment station.
* Make copies of your event evaluation form and any parent takeaways.

# Within 2 Weeks After Your Event

* Formally thank volunteers, sponsor representatives and school and community participants.
* Compile evaluation data and share with National PTA.
* Hold a debriefing session with your planning committee to discuss what went well and what you would do differently next year.