K-12 STEM Outreach Planning Checklist

Event Information & Set-up:

1. Name of Event:

2. Location:

3. Date:

4. Time:

5. Contact Person:

6. Contact Email & Phone Number:

7. Is there a registration required? If so, is it completed in its entirety?

8. Outreach event type: ___ Classroom Visit ___ Booth ___ Free-for-all ___ Other: ______

9. How many people will be attending the event?

10. Who will be your audience (grade level, students or parents/family)?

11. How many volunteers are needed?

12. Are you allowed to have volunteers attend in shifts or do they need to be present the entire time?

13. Will you be doing an activity or demo?

14. Will the sponsored organization provide the activity and materials? (Note: If you have to provide your own activity, fill out the “Activity/Demo Planning” section.)

15. What is the room set-up (moveable chairs, tables)?

16. Will A/V equipment (projector, screen, computer, microphone, etc.) be required? Is it available?

17. Who is responsible for cleaning up the area?

18. If you want to take pictures or video, is it allowed?
Activity/Demo Planning (*fill out this section only if you must provide your own activity or demo*):

1. How long does the activity/demo need to be (i.e. 15, 20, 30 minutes)?
2. Have you identified an appropriate activity?
3. Have you practiced the activity to be sure it works like you think it will?
4. What consumable materials will you need for the activity?
5. Are there any restrictions on activity materials/content?
6. For younger audiences (Pre-K to elementary), are all your materials kid-friendly?
7. What quantity of materials will you need? Will parents be allowed to do the activity or just the students? (Hint: Always plan to have 2.5 x the number of people attending.)
8. Will you need any testing stations or miscellaneous materials (scissors, tape, extension cords, tables, etc)?
9. Will you have handouts with the activity instructions? If so, are they appropriate for the age group?
10. Will you need a special set-up for the activity (continuous writing surfaces, electrical outlets, access to water, etc.)?
11. What does the room layout need to be and does the room set-up allow for this?
12. Will the students need any special safety instructions (wash their hands, etc.)?
13. What clean up will you need for the activity (broom, mop, trash cans, paper towels, wipe down tables, etc)? Be sure you bring your own if needed.