

# Family Math and Science Night

## Timeline for Planning

A successful event requires planning. Here is a milestone timeline to assist you in planning your Family Math and Science Event.

### 2 months before event

- ✓ Select date and reserve space
- ✓ Recruit volunteers
  - planners
  - facilitators
  - set up and clean up volunteers
  - greeters
- ✓ Decide on theme and activities
- ✓ Save the date notice sent out to classroom teachers and students
- ✓ Inform/engage classroom teachers about event and its theme

### 1 month before event

- ✓ Finalize activity procedures and passport questions
- ✓ Train facilitators
  - Adult volunteers (need 1-2 training sessions or well-written procedures)
  - local college students (community service or pre-service teachers; need 1-2 training sessions)
  - grades 6 – 12 volunteers (honor society, math club; need 1-2 training sessions)
  - grade 5 volunteers from your school (need 2-4 training sessions)
- ✓ Choose take home activities and materials

### 2 weeks before event

- ✓ Gather and/or shop for necessary activity materials
- ✓ Distribute invitations with at-home activity for family
- ✓ Confirm all volunteers

### 1 week before event

- ✓ Distribute reminder of event
- ✓ Photocopy event agenda, passports and take home brainteaser packet

### Day of event

- ✓ Begin set up 60-90 minutes prior to event
- ✓ Run event
- ✓ Have fun!

### 1 week after event

- ✓ Debrief using participant evaluations and volunteer feedback