**Science Celebration Planning Guide**

**Prior to May**

* Set Science Celebration Date, Open House time and Registration deadline based on District’s Science Day
* Post on ES website Dates To Know and PTA
* Update PTA with Committee Chairs

**2 Months Prior**

* Work on website Weebly, Signupgenius for volunteers and Google forms for Registration
* Volunteers: At the 2019 Open House, we had about 13 Listeners signed up per time slot, plus those that were not signed up but still participated as Listeners. That seemed to work out well because my kids each had about 4 Listeners, regardless of Feedback Form and I saw many kids had 2-4 Feedback Forms at their projects. Next year, ask for 15 Listeners per time slot in the AM and 20 Listeners per time slot in the PM. Ask for 4 for Clean Up (many more stay to help). None needed for Set Up, as long as there are 2 chairs present
* Weebly link <https://eveningstreetscience.weebly.com/>
* Weebly username/password: sciencefair@eveningstreetpta.org/sciencefair
* Make sure email works sciencefair@eveningstreetpta.org
* Update all documents, mostly shared on Weebly
* Coordinate Plan with Ms. Rykowki and PTA the following:

Dates and times of Open House, Registration deadline

Marsha Given to order tables (72” x 30”) #60

Date of Set Up with custodian to help

Post on School Sign

Post on ES Website

Web and email address link

Number of Volunteers needed – PTA to help

* Send out Save the Date and Project Ideas. Fliers, FB, Weekly Email, Bulletin Board
* Consider extra information for Kinders only as to not overload others.
* Clarify- Science Celebration is Evening Street’s a whole day thing, starting with morning presentations, afternoon classroom walk through, and evening Open House. Not to be confused with various District Science Day or District Invention Convention. It gets confusing because this is all happening around the same time frame, but our Science Celebration usually comes first to give those that want to go on to District a chance to present at our school first.
* Go to the Copy Center at WEC.
* Coordinate with TWHS teacher, Sara Quart, for her science class of Listeners

**1 Month Prior**

* Collect and order supplies: certificates, ribbons, paper clips, clear tape, scissors, post its, power cords, clipboards, feedback forms, listener guides, student guides
* Send out 2nd Flier with project ideas
* Email and FB all ES for participants and Listeners
* Post Teacher Signup in Lounge

**2 Weeks Prior**

* Email and FB all ES for participants and Listeners

**1 Week Prior**

* After registration deadline, create a table layout and assign spots to projects. Forward to Ms. Rykowski and custodian.
* Email Parents Final Details about project drop off times, ask parents to update registration with TBD projects, emails, any additional requests, ask parents to volunteer as Listeners, congratulations on finishing your project and see you there!
* Email Sara Quart a Listener Guide and Project List. Confirm date, time, clipboards, door to open
* Email Listeners the same
* Fill out certificates with Ms. Rykowski to sign or by computer

**Ideas for next year**

* Ms. Strock’s library time, use time to help students find topics
* Talk to Kinder classes
* Setup a science fair project in the lobby 2 months prior
* Create and share more one-page fair topics
* 2-3 Paired Listener groups to spend 3-5 minutes with each participant. Amy and I paired up to make it fun and lively to interact with students.

**Miscellaneous Notes**

* Ms. Rykowski would prefer no drinks and no snacks, from a clean up perspective
* New this year- staggered presenting at Open House providing new opportunities for presenting and volunteer listeners; coat tables at Open House, Welcome Table outside gym doors, different table layout to improve flow

**Day Prior and Open House**

**Setup and Project Drop Off on Wednesday January 30 from 3:30-6:30pm**

3:30-5pm: With the help of our custodian, we will set up the tables and place a sticky note at each spot number. Plug in the power strips and extension cords. Tape down to floor. We will set up the Welcome Table and 4 Coat tables. The 2019 layout worked great. 55 tables for capacity of 110 projects.

In 2019, 4 people setup tables in 20 minutes.

Post signs: Participant Check In with Instructions. Post 2 Layouts and Project Lists with spots.

Post signs: Listener Check In with Instructions. Include clipboards with Listener Info and Feedback Form, pens and name tags.

Bring certificates, ribbons and paper clips.

5-6:30pm: Participants will be dropping off projects. We will help participants find their spot and set up their projects if needed. Discuss Open House information such as staggered presenting and opportunities for volunteer Listeners. Encourage parents to have their kids stand by their projects if they choose to present.

**Project Drop Off on Thursday January 31 from 8-8:15am**

8-8:15am: same as previous evening

**Student Presenting on Thursday January 31 from 8:15-10:30am**

During this time, groups of students will be sent down by their teachers. There will be 3 groups of Listeners coming through (8:15-9:15am, 8:40-9:15am TWHS Mrs. Quart’s class and 9:15-10:30am). Every student should have at least 3 chances to present (3 feedback forms).  After that, remind them to return to their class. At the end of the morning, we will clip certificates and ribbons to each project.

10:30am on: During the day, students may walk through with their classroom. Provide a **Teacher SignUp** in the lounge.

**Open House on Thursday January 31 from 6:30-8pm**

Goal of Open House is to encourage more structure, more students to present (we need Listeners) and have fun sharing and learning!

Family and friends are invited to join our Science Celebration! Students may choose to present in a staggered format. Last names A-H will present 6:30-7pm; Last Names I-Z will present 7-7:30pm.

We will help volunteer Listeners get started and have parents encourage their kids to stand by their project if they want to present.

**Take Down on Thursday January 31 from 8-8:30pm**

With the help of our custodian and volunteers, we will collect projects that are left behind and take down the tables and clean up. I had 2 volunteers signed up, but extra parents stayed to help.