

SMILE FAMILY SCIENCE NIGHT CHECKLIST

School _____

Date _____

1 Month Ahead	
• Reserve cafeteria	
3 Weeks Ahead	
• Choose activities with students and practice	
2 Weeks Ahead	
• Send flyer to parents	
• Send reminder to school principal	
• Send e-mail invitation to school administrator, principals, school committee, and other teachers	
• Call your local newspaper	
1 Week Ahead	
• Prepare activity schedule	
• Email reminder to administrators, principals, school committee, and other teachers	
• Designate two students to help greet families	
• Purchase drinks and paper goods	
• Prepare activity program (sample provided), sign-up sheets, door signs	
• Call newspaper to remind	
• Find sound equipment and check that it works	
At Family Science Night	
• Set up registration table	
• Post signs	
• Instruct student greeters to have all parents, siblings and students to sign in and make name tags.	
• Distribute programs to parents	
• Designate a teacher to be a master of ceremony, keep activities on time	
○ Welcome participants	
○ Introduce URI SMILE Director and staff	
○ Invite participants to the Potluck (45 minutes)	
○ Instruct parents to rotate through all activities and	
○ encourage them to be active participants (45 minutes)	
• Be enthusiastic!!	
• Take Photos	
• Everyone cleans up	