

Educator Workshop Checklist

Registration Opens

- Register your workshop via online submission form** *Registration open September 22-October 31*
-PSF will review submission.
- Register for the Partner Portal on PSF Website** *Immediately*
-PSF will update contact information, logos, etc.
- Select and confirm venue, date and time for workshop** *Deadline: November 15*
-PSF will assist in finding a venue if necessary.

Planning Begins

- Send PSF both short (10-15 words) and long (25-40 words) workshop descriptions for website, program guide and promotional materials** *Deadline: November 15*
-PSF will revise and make changes; updates will be sent back for your approval.
- Review and approve final workshop description** *December 30*
-PSF will use finalized copy for website and event signage.
- Submit facilitator bio(s) and photo(s)** *January 12*
-PSF will make any needed changes; updates will be sent back for partner approval.
- Prepare questions/concerns for planning call with PSF** *March 1*
-PSF will schedule call and provide next steps and necessary information.

Details, Meetings, and Marketing

- Request PSF promotional materials (buttons, stickers, fliers)** *Materials available for order on January 15*
-PSF will have a submission/order process.
- Distribute materials once received** *Ongoing*
-PSF will provide tips and ideas for best practices.
- Submit volunteer requests** *January 15*
-PSF will provide one volunteer per workshop. Should you anticipate needing additional support, please let us know.
- Respond to request for planning call availability** *February 27*
-PSF will email to set-up call sometime in February.
- Participate in planning call** *TBD March*
-PSF will schedule and send "save-the-date" calendar request.

- Review event logistics form to make sure all details are accurate**
-PSF will compile and send all necessary information regarding day-of contacts, technical requests, and venue information.

April 1

- Post to social media outlets about your workshop (Twitter, Facebook, E-blasts, Instagram, etc.) Once a month is requested, but feel free to promote more!**
-PSF will provide guidelines about how to best engage your potential audience via social media.

February- March- April

Home Stretch, Presentations, Promotion, Finalized Events

- Publicize your workshop through email to any educator list your organization maintains.**
-PSF will email TFI and PSF educator distribution lists with a full listing of educator offerings.

April 1

- Prepare for event by purchasing needed supplies, making copies, etc.**
-PSF will provide tablecloths and tabletop signs if requested.

April 1

- Re-check event logistics form and alert PSF to any changes**
-PSF will contact participants to address any last-minute changes.

April 15

- Final social media push! Post as much as possible about your Science Festival participation in the week leading up to the event.**
-PSF will provide additional support in pushing events in the final week where needed.

Week before and during Festival