

Astronomy Night Host Site Checklist

Registration Opens

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| <input type="checkbox"/> Register your Star Party via online submission form
<i>-PSF will review submission.</i> | Closed |
| <input type="checkbox"/> Register for the Partner Portal on PSF Website
<i>-PSF will update contact information, logos, etc.</i> | Immediately |
| <input type="checkbox"/> Submit details about Star Party (parking, Star Party location, public transportation, etc.)
<i>-PSF will send email requesting this information.</i> | Immediately |

Planning Begins

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| <input type="checkbox"/> Send PSF a short description (15-30 words) of any additional activities that will take place on the night of your event
<i>-PSF will revise and make changes; updates will be sent back for your approval.</i> | 01/15 |
| <input type="checkbox"/> Review and approve final activity description
<i>-PSF will use finalized copy for website and event signage.</i> | 01/15 |
| <input type="checkbox"/> Prepare questions/concerns for Star Party Host training
<i>-PSF will schedule training in March and provide next steps and necessary information.</i> | 02/15 |

Details, Meetings, and Marketing

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| <input type="checkbox"/> Request PSF promotional materials (buttons, stickers, etc.)
<i>-PSF will have a submission/order process.</i> | Begins 1/6 |
| <input type="checkbox"/> Request event specific materials (rack cards, posters, etc.)
<i>-PSF will provide order form and partner-approved copy will be used.</i> | Begins 1/6 |
| <input type="checkbox"/> Distribute materials once received
<i>-PSF will provide tips and ideas for best practices.</i> | Ongoing |
| <input type="checkbox"/> Submit volunteer requests
<i>-PSF will provide one volunteer per Star Party to assist with event flow and evaluation. Should you anticipate needing additional support, please let us know and we will make every effort to accommodate your request.</i> | 01/15 |
| <input type="checkbox"/> Respond to meeting request for event site training
<i>-PSF will collaborate with City Skies to provide workshop for Star Party hosts.</i> | TBD
February |
| <input type="checkbox"/> Participate in Star Party Host training at The Franklin Institute
<i>-PSF will schedule and send a "save-the-date" calendar request.</i> | TBD March |

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| <input type="checkbox"/> Review event logistics form to make sure all details are accurate
<i>-PSF will compile and send all necessary information regarding day-of contacts, technical requests, and venue information.</i> | 04/01 |
| <input type="checkbox"/> Post to social media outlets about your Star Party (Twitter, Facebook, E-blasts, Instagram, etc.) Once a month is requested, but feel free to promote more!
<i>-PSF will provide guidelines about how to best engage your potential audience via social media</i> | February
through
April |

Home Stretch, Presentations, Promotion, Finalized Events

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| <input type="checkbox"/> Publicize your event through email to your organization's distribution lists.
<i>-PSF will provide e-mail templates which will be available for download via the Partner Portal.</i> | 4/15 |
| <input type="checkbox"/> Prepare for event by purchasing needed supplies, making copies, etc.
<i>-PSF will provide tablecloths and tabletop signs if requested. Directional signs are available for download via the Partner Portal.</i> | 4/15 |
| <input type="checkbox"/> Re-check event logistics form and alert PSF to any changes
<i>-PSF will contact participants to address any last-minute changes</i> | 4/15 |
| <input type="checkbox"/> Touch base with the astronomer assigned to your site
<i>-PSF will provide an email introduction between site and astronomer whenever it is possible to do so.</i> | 04/21 |
| <input type="checkbox"/> Final social media push! Post as much as possible about your Science Festival participation in the week leading up to the event.
<i>-PSF will provide additional support in pushing events in the final week where needed</i> | Week
before/of
Festival |