

Neighborhood Science Librarian Checklist

Registration Opens

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| <input type="checkbox"/> Register your branch 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 |

Planning Begins

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| <input type="checkbox"/> Respond to PSF's activity count request
<i>-PSF will email you to find out the number of tabletop activities you can accommodate in your branch.</i> | Completed |
| <input type="checkbox"/> Respond to PSF's request for conference call availability
<i>-PSF will contact you to find out when you'd be able to participate in a conference call for providers and to answer any preliminary questions you might have.</i> | 02/01 |
| <input type="checkbox"/> Prepare questions and suggestions for conference call with PSF, library, and other activity providers
<i>-PSF will schedule call and provide next steps and necessary information.</i> | 02/31 |

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 mid-January |
| <input type="checkbox"/> Request event specific materials (rack cards, posters, fliers, etc.)
<i>-PSF will provide order form and partner-approved copy will be used. We suggest ordering enough materials for distribution at local schools.</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"/> Participate in conference call
<i>-PSF will schedule and send "save-the-date" calendar request.</i> | TBD March |
| <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> | 03/15 |
| <input type="checkbox"/> Post to social media outlets about your event (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"/> Respond to PSF request for supply drop-off.
<i>-PSF will provide tablecloths and tabletop signs which will be dropped off in the weeks prior to your event.</i> | 4/01 |
| <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"/> 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 final week where needed</i> | Week
before/of
Festival |
| <input type="checkbox"/> Set-up activity tables.
<i>-PSF does not provide tables or chairs, nor will PSF volunteer arrive early enough to assist with table set-up.</i> | Day of
Program |
| <input type="checkbox"/> Cover tables with provided tablecloths and set out acrylic sign holders.
<i>-PSF will pre-stuff sign holders and provide an extra set of sign inserts.</i> | By 3:00pm
on day of
program |
| <input type="checkbox"/> Collect acrylic sign holders and _____.
<i>-PSF reuses the sign holders each year. We appreciate your assistance in getting them back to us!</i> | End of
Program |