

Project/Event Planner

(You can create a copy of this to customize/personalize for your event/project needs)

Go Beyond: [Lesson Plans To Plan an Event](#)

Event Overview

Event Name:	Girls do STEM SEHS
Date:	The 3 Wednesdays in April (April 7, 21, and 28) 1 STEM Challenge per Week Farewell/Certificate Ceremony (May 5)
Time of Event:	5:30-7:00pm since students need parental supervision and evening allows parents to be available after work Farewell/Certificate Ceremony 6:30-7:00PM
Location(s):	Via zoom https://lausd.zoom.us/j/82361011775?pwd=SIFLZkFaUzhVaDJsQUsyOCszcUsvUT09 Meeting ID: 823 6101 1775 Passcode: STEAM
Description:	<p>Each SEHS Girls Build member is in one of 4 teams by color (red, blue, purple & green) so that it builds on the Among Us game theme. Each team has 5 Fourth Street Primary Center students.</p> <p>Red Crewmasters (HS Mentors)</p> <ul style="list-style-type: none"> ● Anna Carmelo ● Lizzie Aldama ● Andrea Galvez <p>Blue Crewmasters (HS Mentors)</p> <ul style="list-style-type: none"> ● Abigail Valenzela ● Jessica Juarez ● Jasmin Gonzalez <p>Purple Crewmasters (HS Mentors)</p> <ul style="list-style-type: none"> ● Heaven Webb ● Emily Amezquita ● Arianna Sanabria <p>Green Crewmasters (HS Mentors)</p> <ul style="list-style-type: none"> ● Vianney Pena ● Arianna Maldonado ● Ivett Sanchez <p>The high school student mentors model tips on how to approach each</p>

	<p>STEM challenge.</p> <p>STEM Challenge #1 (April 7): Build the tallest tower that can hold a marshmallow</p> <p>STEM Challenge #2 (April 21): Build a catapult</p> <p>STEM Challenge #3 (April 28): Build a roller coaster</p>
Purpose:	<p>The purpose of these challenges is to spark curiosity in young female students early on so that they are empowered and confident in science concepts. We have a lack of female representation in STEM fields and this will aid in making science fun while at the same time practicing with STEM skills and concepts. We will create and administer a pre and post question to see if students' perceptions about the type of person who can enter STEM careers (ex. Engineers, computer scientists, doctors, etc.) has evolved after the 3 STEM challenges.</p>
# of Anticipated Guests:	<p>20 STUDENTS kinder or TK from Fourth Street Primary Center & 12 HS students from South East High School</p>
Materials Needed for Event:	<p>STEM Challenge #1 https://www.common sense.org/education/lesson-plans/the-marshmallow-challenge#0</p> <p>STEM Challenge #2 https://frugalfun4boys.com/popsicle-stick-catapult/</p> <p>STEM Challenge #3 https://frugalfun4boys.com/marbles-play-dough-stem-challenge/</p> <p>T-Shirts for All Participants including Coordinators(click here for cost of shirts)</p>
Estimated Cost/Budget :	<p>\$1000</p>

3-4 Months Before the Event

Activity	Person Responsible	Due Date
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Establish a planning group and appoint a lead team member.	Coordinators	2/23/21
Hold planning meetings for event goals and details (How often? When? Where?). Every Wednesday from 2:30-3:30pm via zoom	Coordinators	2/23/21
Establish job <u>responsibilities</u> (see example) - consider publicity, spokesperson, photographer, greeters, runners, etc. File Manager→ Ms. Barragan Web Designer→ Arianna Sanabria Social Media Managers→ Jessica Juarez & Anna Carmelo Photographer/Videographer→ Jasmin Gonzalez	Several student members	3/3/21
Determine funding and budget (are these school approved?).	Coordinators	3/7/21
Reserve date on key attendees' calendars. What 3 Wednesdays in April? April 7, April 21, and April 28 We still need about 10 students to submit media release. They will complete hard copy when they pick up materials on April 5.	Coordinators	4/6/21
Reserve event space - follow school protocol for reserving space and getting on school calendar.	Coordinators	3/19/21
Determine date of event and reserve venue. Via zoom, can add to calendar on school website with zoom link Use this zoom but we will 2 breakout rooms or do we want more breakout rooms? 1 for kinder the other for 3rd grade 1. 4 BREAKOUT ROOMS BY COLOR	Coordinators	3/10/21
Confirm speakers and speakers' needs. FOR STEM CHALLENGE 1	Coordinators	3/17/21

Speaker-> Challenge->Explain vocabulary/concept of challenge

Marshmallow Tower: Structures, Forces, Gravity, Planning, Building, geometric shapes, ratios

Challenge: Who can create the tallest tower with a marshmallow at the very top

5:30-5:40 : Whole-Group Activity--Welcoming and show media of what students do in HS---Draw what what you think a engineer looks like

5:40-5:50 Breakout Rooms by Grade Level

- Check in activity (Kinder)---Alphabet activity, say a word with the first letter of your name
 - My name is _____ and my word is: _____
- Check in activity (TK)---Roblox
 - What is your favorite game to play on Roblox or Among Us or favorite video game for example
 - Who is your favorite superhero and who will win?
 - Quick poll
 - Would you rather

5:50-6:15 (25 min) Marshmallow Tower Activity with fun music

<https://www.commonsense.org/education/lesson-plans/the-marshmallow-challenge#0>

6:15-6:40 HS students show their towers and integrate the vocabulary (key words: structure, forces, geometric shapes, ratios)

1. HS student with key words, then Kinder or 3rd grader, then kinder or 3rd grade student, etc
2. Take screenshots of all the towers
 - a. Breakout room Kinder instead of tower working on media
 - i. Mics on and Camera On
 - b. Breakout room 3rd grade instead of tower workin media
 - i. Mics on and Camera On
 - ii. Hashtag marshmallow, girlsbuild, SEHS, LA Promise Fund, (Barragan can look into required hashtag)

<p>6:40-7:00 come back to the main room to summarize and feedback form</p> <p>Recognition, which one held the longest time</p> <p>FOR STEM CHALLENGE 2</p>		
<p>Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)</p>	Coordinators	3/17/21
<p>Discuss communication and promotion strategy - how will you publicize and let the audience know?</p> <p>Flyer with 3 April dates (Jasmin), sign up genius, formal email to teachers with link to this proposal</p> <p>Can we add the flyer and the intro video to our IG account?</p>	Social Media Managers & Photographer/Videographer	3/19/21
<p>Website: Add an 'Events' page on your Weebly site with information about your event.</p> <p>Can we add the flyer and the intro video to our website?</p>	Web Designer	3/19/21

2-3 Months Before the Event

Activity	Person Responsible	Due Date
<p>Create and print or email save-the-date cards, invitations, and related materials (i.e. map, etc).</p> <p>Flyer with 3 April dates (Jasmin), sign up genius, formal email to teachers with link to this proposal--April 7, 21, 28 5:30-7:00pm</p> <p>Barragan to do google form with media release and send to Mr. Perez</p>	Coordinators	3/12/21
<p>Meet with Project Manager and Social Media Manager to discuss publicity.</p>	Coordinators	3/17/21

Can we add the flyer and the intro video to our website & IG?		
Draft program agenda.	Coordinators	3/17/21
Determine signage requirements (directional, backdrops, etc.).	Not applicable since via zoom	N/A
Determine on-site registration procedures, including ushers.	Coordinators	3/17/21
Book event with caterer and establish preliminary menu / Determine if food will be served.	Not applicable since via zoom	N/A
Contact Transportation for parking assistance at your venue.	Not applicable since via zoom	N/A
Contact Campus Police for safety and security assistance.	Not applicable since via zoom	N/A
Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations. Buy STEM shirts and materials for all 3 STEM Challenges	Coordinators will work on what kits to buy and students and coordinators will help with putting some of the sets together	4/18/21

4 Weeks Before the Event

Activity	Person Responsible	Due Date
Arrange for a photographer.	Photographer/ Videographer	3/3/21
Approve final agenda and run of show.	Coordinators	3/17/21
Draft script or talking points for speakers.	Coordinators	3/17/21
Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ GirlsBuild staff about your event! #GirlsBuild @lapromisefund	Social Media Managers	3/17/21
Meet with vendors on site, follow up on all orders.	Not applicable since via zoom	N/A

Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the venue staff for assistance.	All students are in distance learning so they have wifi & computer	All students are in distance learning so they have wifi & computer
Prepare event signage. (flyers)---done! Thanks Jasmin! :)	Coordinators	3/17/21
Send electronic invitations. Is giving them the flyer and intro video enough or should we include something else?	Coordinators	3/17/21
Recruit volunteers to help with setup and clean-up on the day of your event.	Not applicable since via zoom	N/A

2 Weeks Before the Event

Activity	Person Responsible	Due Date
Review staffing assignments for day of event. This includes volunteers helping with your event.	Coordinators	3/17/21
Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities. EX. COMMUNICATE WITH KINDER TEACHER	Coordinators	3/17/21
Meet with caterer on site to discuss setup and final menu.	Not applicable since via zoom	N/A
Send out attendance update to planning team/key players.	Coordinators	3/17/21

1 Week Before The Event

Activity	Person Responsible	Due Date
Review catering order and headcount.	Not applicable since via zoom	N/A
Print programs, name badges, seating charts, place cards, signage, etc.	Not applicable since via zoom	N/A

Confirm arrangements with vendors.	Coordinators	3/17/21
Create run of show (from set-up to clean-up.	Not applicable since via zoom	N/A
Assign 2-3 floaters that will oversee all the different areas of your event and establish communication strategy for the day (texting, walkie talkies, etc.)	Not applicable since via zoom	N/A

24 Hours Before the Event

Activity	Person Responsible	Due Date
Contact caterer to verify all arrangements.	Not applicable since via zoom	N/A
Confirm security requirements.	Not applicable since via zoom	N/A
Ensure tent, chairs, tables, stage, podium are in place.	Not applicable since via zoom	N/A
Send reminder email to your volunteers and guests.	Coordinators	1 day prior to each challenge

Day of the Event

Activity	Person Responsible	Due Date
Begin setup at least 2 hours before your event. This includes setup of chairs, tables, podium, food, water, check-in table, signage, etc.	Not applicable since via zoom	N/A
Arrange printed material, name tags, etc. on registration table and make sure at least one person is there at all times.	Not applicable since via zoom	N/A
Check sound and lighting equipment with vendor(s).	Not applicable since via zoom	N/A
Ensure space and hook-ups are available for media.	Everyone	Day of each challenge
Ensure decorations are in place. Place water at podium.	Not applicable since via zoom	N/A

1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.	Everyone	1-3 days after event
Complete written evaluation of the event with suggestions for future events.	Everyone	1-3 days after event
Coordinate event story and photographs with Social Media Manager.	Social Media Managers	1-3 days after event
Make sure all vendors are paid.	Not applicable since via zoom	N/A
Add images to the website.	Web Designer	1-3 days after event
Write up a description about the event for the website.	Web Designer	1-3 days after event