**Steps for Holding an IEEE Full-Day Tech Family Activity**

**(with two month family preparation)**

**Version 1.0, 2014-03-14**

**In preparation:**

* Eight months: organizers meet to discuss and define details of activity - e.g., project, material supplies, scoring system, activity planning schedule, potential funding sources
* Six months: Milestone - all details set
* Five months: Prepare flyer and announcement
* Five months: Solicit sponsorship e.g. funding, staffing (judges, etc.), materials, facilities, refreshments (use SignUp Genius or similar)
* Three months: Begin family recruitment announcements
* Two months: kickoff families engagement
* Provide rules and waivers
* Help families identify engineering mentor
* Answer questions and provide feedback and assistance
* Train staff - drill/practice
* Collect families contact information and verify
* One month: confirm presenters/prizes procured, contracts signed
* Two weeks: Send Reminder to Families to attend event and SEND photos/description of their product, names of team members, photo waiver form, send press release about event
* Enter meeting into IEEE vTools.
* One week: Send Final Reminder/directions/tips to families, staff, facility
* Dress comfortable, registration and bracelet pickup, parking
* Cancellation contact
* Logistics, schedule
* send descriptions to judges

**On day of event:**

* 4 hours before: final setup, volunteers start arriving
* 2 hours before: start checking families in
* 1 hour before: everybody at their stations
* 30 minutes before: Bathroom/snack break
* When attendees arrive: Other family friends and spectators
* At start time: Welcome speech and fun kickoff, final instructions for day
* During activities: fun activities begin, family project presentations, evaluating/scoring by judges, refreshments,
* Present IEEE video or demonstration as judges tally and winners identified
* After judging: Awards ceremony and closing comments

**Later – after event:**

* Lessons learned from organizers and volunteers
* Send a thank you note to volunteers, sponsor, facility
* Update website with story and photos of winners and activity.

**History:**

2014-03-14: Original