



Elm Street School PAC

Event: _____ Science Night _____

Time of Year Held: ___ Any time _____ When to start Planning: _At least one month in advance

Overall Time Commitment (approx.): _____ 3 hrs _____

Number of volunteers needed (approx.): ___ 0 _____

Main responsibilities:

- Call company to schedule a night – they will need to know approx. number of students (50 minimum), grades
- Email school admin to book cafeteria
- Prepare and send out Sign Up Genius a few weeks prior to the event– this is an activity where parents work with the student so make sure that is clear (it's not drop off)
- Plan to arrive at school early the night of the event (30-45 min) to meet with company as they set up
- Have a check ready with amount due the night of the event

General Suggestions/Notes:

The name of the company is Top Secret Science (<http://topsecretscience.com>). The contact is Michael and his email is MassScienceCentr@aol.com. They will guide the students through 6-8 age appropriate experiments – with help from parents. Depending on budget you can choose only a couple of grades or open to all. They will tailor to the age group. The event duration is 1.5 hours (remember extended day doesn't end until 6 pm in the café) – a start time of 6:30 pm is probably best. If you need to cancel just call/email and reschedule, there are no cancellation fees. No deposit is due, just payment the night of the event (\$5 per student).