**Suggested Timeline for Agriculture Science Night**

**6 Months Prior:**

* Meet with the school principal to discuss the event, objectives, and select a date.
* Contact/meet with County Farm Bureau to discuss the event and possible county support. (People power, financial, county connections)
* Contact/meet with the University School of Education. Present plan for the event and explain the role that you see pre-service teachers playing. Point out mutual benefits for both organizations.
* Contact any Bio-Technical/Genetic Engineering groups to see if they have a representative that can present a session.
* Contact local and state level commodity groups. Identify what it is that you would like for the commodity group to do for your event.
  + Presentations throughout the school day for specific grade levels
  + Provide literature that can be shared at the event
  + Attend and setup an information table with samples of the commodity if possible.
* Select lessons/activities that will be used at the event as breakout sessions. Determine the number of sessions and length of time for each session. 15 – 20 minutes per session works well.

**1 Month Prior:**

* Attend University classes and share lessons/activities with pre-service teachers and explain their role for the event.
* Attend Farm Bureau County Board meeting and share lessons/activities with Board Members to explain their role for the Ag Science Night.
* Create list of materials/supplies that will be needed for each session.
* Contact local nurseries and ask for donations of plant baskets that can be used for door prizes.
* Send home a Save-The-Date flier to parents advertising the event.
* Create signs that will be used for each session.
* Create a rotation schedule for each session.
* Create a list of responsibilities for each position.

**2 Weeks Prior:**

* Gather materials needed for sessions.
* Provide training for teachers to present sessions.
* Follow up with commodity groups to verify date, time, and setup.
* Send home flier advertising the event to all parents. Place announcement of event on an outdoor school billboard or sign. Send electronic notices to parents email addresses.

**1 Week Prior:**

* Contact University and get a list of participant names.
* Contact County Farm Bureau and get a list of participant names.
* Arrange cold storage of perishable materials with school cafeteria manager.
* Gather perishable materials needed for session.
* Visit nursery to collect plant baskets.
* Create name badges for all volunteers.
* Print schedules/rotation of sessions.
* Arrange sound system setup with school technology person.
* Speak with Custodian to arrange for chairs/podium to be setup the day of the event.
* Create method for assigning participants to each session.
* Create PowerPoint presentations for each session.
* Create sign-in sheets for University volunteers.
* Assign volunteers to positions and responsibilities.
* Send home final flier advertising the event.

**Day of the Event:**

* Post schedules outside of rooms where sessions will be held.
* Setup tables for commodity groups.
* Verify that chairs and podium have been setup.
* Verify that sound system, computer, and projector have been setup.
* Organize materials for each session and deliver to classrooms.

**After the Event:**

* Ensure that rooms are left in good condition.
* Personally thank all volunteers, commodity groups, and staff members that participated.
* Send Thank You notes to all partners that participated.
* Breathe and begin making plans to improve your event for the next year.