

SAMPLE STEM Expo Development Schedule

A development schedule that can be updated at each meeting is a useful tool. It allows people to see what needs to be done and when it needs to be completed.

	July	Aug	Sept-	Oct	Dec	Jan	Feb	Mar	Apr
Meet with potential collaborators	x	x	x						
Determine scope-goals/activities/ audiences	x	x	x						
Identify site for STEM Expo			x						
Expo Planning Mtgs – 1 st Tues. of month			x	x	x	x	x	x	
Draft/Finalize sponsor/donor form				x	x				
Develop materials – students, teachers, media						x	x		
Define website format				x					
Finalize STEM Expo presenters/exhibitors information					x	x			
Disseminate Info to presenters/exhibitors					x				
Registration of attendees							x		
Develop STEM Expo Materials									
Finalize Volunteer-Ambassadors/Guides – meet review roles							x		
Print STEM Expo materials-banners Etc.							x		
Gather materials-verify							x		
Carry all bags							x		
Registration – pens/pencils – lists of attendees									
Map – STEM Expo layout									
STEM Expo								x	
Follow Up – thank yous – evaluation results					x				x
OTHER									

|