**District or School Logo**

**Student Exhibition**

**Date and time**

**Location**

**Photo of exhibition site (community center, school, etc)**

**Project Plan Sample**

**Event Goals:** \*create events goals that resonate for all stakeholders

* Build student capacity to communicate about computer science
* Build student interest in computer science and STEM careers
* Celebrate student work

Event Team: name, title, role

| **Name** | **Title**  | **Event Role** |
| --- | --- | --- |
| Jane Smith | Curriculum Coordinator | CS champion/site logistics  |
| Joe Jones | 7th grade parent  | Ambassador - industry engagement |

**Event Tasks & Supplies:** space capacity

| **TASK** | **LEAD** | **Resource (s) Needed** | **Deadline** | **Status** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| Secure exhibition location Innovation Center tour |  | Event details |  |  |  |
| Schedule logistics call w/ site operations: (confirm # of tables & # of staff volunteers) |  |  |  |  | Jane to secure dates and will share with Deb to coordinate; need final number of capacity. |
| Student Media/permission form  |  |  |  |  |  |
| Catering/ Beverages/Snacks |  | Budget:  |  |   | Pizza, sandwich tray, cookie/brownie & salad trays, paper goods |
| Exhibition flyer design  |  |  |  |  |  |
| Public Relations/ Communications Plan  |  |  |  |  | Post-event highlights |
| AV/Tech |  |  |  |  |   |
| Space Walkthrough  |  |  |  |  |   |
| Scavenger Hunt Questions  |  |  |  |  | TBD: more details on the student experience stations needed. |
| Photography/Video  |  |  |  |  |  |
| Parent/Community - advertisement |  |  |  |  |  |
| Name Tags  |  |  |  |  |  |
| Event signage/ posters/lawn posters & tables |  |  |  |   |  |
| Trophy order & Student certificate design  |  | Amazon  |  |  |  |
| Schedule pre-event orientation with industry volunteers  |  |  |  |  |  |
| Swag bags(goodie bags, tees, stickers, pens, magnets, H2O bottles, cookies) |  | Amazon |  |  |  |
| Industry volunteers thank you gifts - # needed |  |  |  |  | District logo branded tees |
| Post-event survey* Student
* Industry volunteers
 |  |  |  |  |  |

**Confirmed Industry Representatives**

| **Company Name** | **Lead** | **Website** | **Volunteer (names)** | **Email/ Phone Number** | **Notes/ Display description**  | **Status** |
| --- | --- | --- | --- | --- | --- | --- |
| Google  | JS | www.google.com | J. Murphy |  |  | Confirmed |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |