

# STEM NIGHT GUIDE

Helping Idaho Schools plan engaging, low-cost STEM Nights that connect communities through hands-on learning.

A Practical Guide for First-Time Planners  
*Designed with Rural Schools in Mind*



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"I truly had no idea a STEM night of this magnitude was even possible in our little community. It really opened my eyes to greater possibilities and broadened my horizons."

-ASSISTANT SUPERINTENDENT AND ELEMENTARY PRINCIPAL  
CORA LARSON  
HORSESHOE BEND, IDAHO



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# Introduction



STEM Nights connect families and spark curiosity in STEM careers through hands-on activities. They're fun, interactive, and are a great way to build community.

For rural schools, hosting these events can be especially difficult with limited time, resources, or capacity. **That's why we built this guide: a simple, step-by-step tool to help you plan and pull off a successful STEM Night.**

Created by the Southwest Idaho STEM Hub, part of the [Idaho STEM Ecosystem](#) through the University of Idaho, this guide includes planning tips, key questions, and resources to make the process easier. While it's focused on STEM Nights, you can adapt the ideas for STEM Days, STEM Weeks, or whatever works best for your school.

**Whether it's your first event or a yearly tradition, this guide is practical, flexible, and made with rural schools in mind.**

"Believe that a robust STEM event can happen, even in a small town with limited resources! I am now a firm believer in the power of the planning and networking that SWISH provides! 10/10 highly recommend!"

-ASSISTANT SUPERINTENDENT AND ELEMENTARY PRINCIPAL CORA LARSON



Tip:

Print this out or use online PDF editing tools to answer these questions

# Getting Started: Questions to Consider

A clear vision will guide your decisions and make planning easier.



## 01

### What's the purpose of this event?

(community outreach, STEM identity, skills building, industry engagement)

## 02

### Who is the target audience?

(K-5 students, families, community members, a certain grade level)

## 03

### What do you want participants to take away?

(e.g. STEM concepts, career awareness, engagement)

## 04

### What do you want to highlight?

What are the community values and/or unique aspects of your school/program that you want to shine through?



Click the buttons to  
navigate to each page



# Step-by-Step Support for Event Success

The next few pages will help you think through the planning and logistics of your event to help ensure it's a great success!

**Event Logistics**

**Timeline  
Considerations**

**Venue Details**

**Engagement  
Strategies**

**Theme Ideas**

# Event Logistics



More Things to Keep in Mind

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## For Large Events

- Use rotating stations or flexible pacing
  - Create color-coded maps or “passports” for navigation
  - Consider child care, food, transportation, and accessibility
  - Avoid calendar conflicts and communicate with all staff, stakeholders, and community
- 

## Schedule

- Consider keeping events to 60-90 minutes
  - Clearly post and communicate schedule
  - Plan for breaks and calmer zones
- 

## Format Clarity

- Is it free-flowing, drop-in, or structured with time slots?
  - Communicate this clearly to families and partners
- 

## Materials & Supplies

- Plan ahead for tables, power, tech needs
- Consider the types of activity supplies (reusable vs. make-and-take or consumable)
- Food or snacks (a great incentive! more on page 10)



# Timeline Considerations



How much notice should you give in advance of your event?

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## Partners Presenters & Experts

- 4-6 months (minimum of 2 months notice, even if you don't know the full details)
- Also consider busy seasons (Spring is a big one!) and give as much notice as you can.
- The most successful STEM nights give notice at least 6 months in advance

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## Volunteers

- 4-6 weeks notice to recruit and train

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## Families

- Start promoting about 1 month out with increased notifications as you near the event

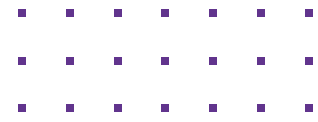
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## Pro Tips

- If you only know the date, send a Save the Date to partners immediately and fill in details later.
- Consider scheduling recurring STEM nights at the same time every year to simplify planning



# Venue Details



Carefully consider the needs of your event and specifics of the space when planning your event

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## Logistics

- Does the space accommodate your expected crowd?
  - Are tables, outlets, bathrooms, and parking available?
  - What's the cost?
- 

## IT Help

- Will guests or partners need access to wifi?
  - Will projectors or other tech be needed?
  - Does IT need to install any software any advance?
- 

## Permission & Notification

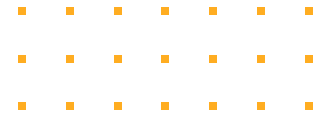
- What permissions are required to use this space?
  - Who else needs to be notified? Custodial? Maintenance? Athletics?
- 

## Pro Tips

- If you're hosting at a school, make sure to check with admin & office staff to follow proper protocols
- Be sure to check for any conflicting events in your community and particularly in that venue at the time of your event



# Engagement Strategies



How to take your event to the next level

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## Promotion

- An engaging flyer can help draw attention to your event. For help, check out our [Canva templates](#) in the appendix
  - Don't underestimate the power of social media
  - Your most powerful recruiters may be your students. Spread the word in school and watch it spread!
- 

## Themes

- A fun theme can give an event energy and excitement for both the organizers and attendees
  - Think local to connect to your community and check out our inspiration list of [theme ideas](#)
- 

## Incentives

- Everyone loves food! Get a local org to donate, sell food as a fundraiser for a club or sport, or recruit food trucks.
  - Door Prizes/Drawings - Incentive attendance and engagement with drawings and additions like passports or bingo cards. Read more on our [engagement page](#) in the appendix
  - Take-Home Kits
- 

## Pro Tips

- Ask your partners and community organizations if they can donate for the door prize. You may be surprised by how many say yes!
- Don't skip the food if you want to see strong attendance. Removing this barrier can make a huge difference for families even if it's a fundraiser.



# Theme Ideas



## Outdoor STEM

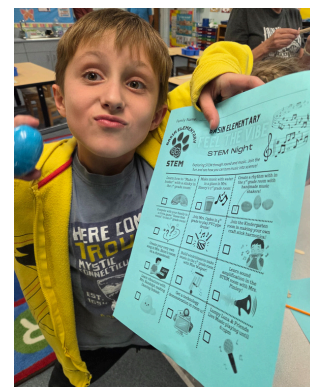
Explore science in the natural world with hands-on activities that get students moving, observing, and experimenting outdoors.

Ideas: solar oven s'mores, insect sorting, tree measurement, soil science, habitat map, weather watchers, bug hotel design

## Music & STEM

Discover the science of sound, rhythm, and instruments through engaging experiments and interactive musical challenges.

Ideas: rubber band guitars, dancing oobleck, soundwave art, coding music, straw pan flutes, wind chime design



## STEM in Space

Launch curiosity into orbit with space-themed projects, from astronomy to rockets, inspiring students to think beyond Earth.

Ideas: paper rockets, build a satellite, constellation projector, space food taste test plus preservation

## STEM Magic

Amaze and engage students by blending scientific principles with fun, eye-catching experiments that feel like magic.

Ideas: color-changing milk, floating paper clip, invisible ink, magnet magic, density tower, elephant toothpaste



## STEM at Home

Show students how everyday objects can become tools for scientific exploration with simple, hands-on experiments.

Ideas: spaghetti bridges, paper airplane testing, kitchen chemistry, egg drop challenge, cup towers

## STEM Arcade

Turn learning into play with interactive games and engineering challenges that let students test, build, and problem-solve.

Ideas: marble mazes, paper circuits, balloon-powered cars, mini catapults, scratch arcade, makey makeys, cardboard golf course



Tip: Use ChatGPT or your favorite AI tool to brainstorm creative themes that match your setting, goals, and audience. Look for ideas that feel fun, inclusive, and easy to bring to life across multiple stations.





Click the button to dive deeper into each format



# What Kind of STEM Event are You Hosting?

The type of event you choose will shape your planning process. Click on the hyperlinked words to learn more about these formats.



**Partner Open House** - Multiple hands-on stations that participants can freely circulate through, often with partners



**STEM Stations**- A station-based event where each teacher or staff member hosts a hands-on activity.



**Workshops** - deep dive into specific topics on a set schedule with guests or in-house experts



**Student Showcase** - Students present their projects and what they've been learning in class




**Hybrid** - Mix and match! You can incorporate elements from different styles of STEM nights to create an event that works best for your situation

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Be clear about your event format in all communications to partners and volunteers.



# Partner Open House

## Overview

An Open House STEM Night is a flexible, station-based event where families and students can come and go freely during a designated timeframe. The setup typically includes multiple hands-on activity stations, often hosted by teachers, volunteers, or partner organizations. Unlike structured programs with formal schedules, open house formats encourage free-flowing exploration and flexible family participation at each station.

## Advantages

- **Low barrier to entry** – Easy to organize without needing a full program or emcee.
- **Scalable** – Works well for small schools and larger community events alike.
- **Customizable** – You can mix low-tech and high-tech activities to fit your needs.
- **High engagement** – Families move at their own pace and can try multiple things.
- **Parent involvement** – Families do activities with kids and interact with stations

## Bonus:

- This format also provides opportunities for your community partners to shine! Learn more on the next page.

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# Partner Organizations

## Benefits of Inviting Partners

- Enrich student experiences with real-world STEM connections to local organizations
- Relieve planning pressure on teachers as each partner can provide a station.
- Partners can provide unique equipment or giveaways you wouldn't otherwise have access to.
- This type of event can strengthen community ties, increasing long-term support for STEM education and for your school or program.

Keep reading for types of partners to invite, a list of partners in Southwest Idaho in 2025-2026, and a brainstorming worksheet.

## What Do Partners Get Out of It?

Understanding what's in it for partner organizations helps when making the ask. You can frame it as an ROI (Return on Investment) so you're speaking their language (literally!)

- Visibility and positive PR in the community
- A chance to inspire the next generation of workers to go into their fields
- Fulfillment of corporate social responsibility goals and volunteer hours
- Networking with other partners, community members, and schools
- A fun way to engage employees in meaningful volunteer work





# Types of Partners

## Colleges & Universities

Local colleges and universities often have outreach teams that can support or attend community events with hands-on STEM activities, student volunteers, or faculty-led demonstrations. Some are even grant-funded and come at no cost to you.

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## Local Industry

What are the local businesses and organizations in your community that could contribute? Are there any tech companies, engineering firms, hospitals, farms, or skilled trades groups that could bring hands-on activities, demonstrations, or volunteers to your event? These organizations may be more willing than you'd think to positively impact their community & expand awareness of their work

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## Nonprofits

Libraries, STEM-focused nonprofits, museums, 4-H programs, youth organizations, and other 501(c)(3) groups may have outreach teams that offer free or low-cost activities, demonstrations, or materials tailored for school and community events.

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## Regional & Statewide Organizations

Regional and statewide organizations—such as STEM networks (hi!), out of school programs, universities, government agencies, professional associations—often have outreach programs, mobile labs, or traveling exhibits that support STEM education in schools and rural communities

### Considerations:

- Some partners will need supply support or payment for their involvement
- Some organizations have limited capacity or resources
- Play to leverage funds to help bring these types of partners in
- Other partners may not know how to engage with these events and could use planning support





Click an image to learn more and reach out!



# Example Partner Organizations



community.idahostem.org

TIP: Use the Idaho EcosySTEM Community Platform to find potential partners statewide: [community.idahostem.org](http://community.idahostem.org)





Print this out or use online PDF editing tools to fill this out

# PARTNER

# BRAINSTORMING

Use this sheet to identify and organize potential partners who can support your STEM Night with activities, materials, expertise, or funding.

## WHAT KIND OF SUPPORT DO I NEED?

(planning help, volunteers, partner recruitment, fundraising)

Category	Examples	Potential Local Partner Ideas
STEM Industry & Employers	Tech, engineering, energy, agriculture, healthcare	
Colleges & Universities	STEM departments, clubs, student orgs, faculty, outreach groups	
Government Agencies	Fire, police, public health, fish & game, forest service, BLM, USDA, DEQ	
Libraries & Museums	Mobile exhibits, science educators, maker kits	
Nonprofits & Community Orgs	FIRST Robotics, 4-H, scouting, STEM clubs,	
K-12 & Student Leaders	Middle/high school STEM clubs, student volunteers, student leadership	
Media & More	Local radio, TV, coding clubs, animation studios	





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# Open House Next Steps

Use this planner to help you get started

Choose 3-5 priority partners to reach out to this week  
(Tip: If you only know the date, send a save the date!)



Draft a quick email or use our Partner Invitation Template (see appendix)



Track your outreach efforts using the Partner Contact Log in the attached Planning Guide (see appendix).

community.idahostem.org

**TIP: Send that Save the Date as SOON as you know the basics, even if you don't have it fully fleshed out. Many partners need 3-6 months of notice to participate. View the [Timeline](#) page for more details.**



# STEM Stations

## Overview

Similar to a Partner Open House, STEM Station events are free-flowing, station-based, hands-on events where teachers or staff members each host a unique activity. Students, families, and community members circulate through the stations, engaging directly with experiments, demonstrations, or interactive challenges. This format allows participants to experience a variety of STEM concepts in a single event while keeping activities manageable for organizers and presenters.

## Advantages

- **Student-Centered Learning:** Students see teachers' expertise in action and can participate actively at each station with their families.
- **Flexible & Scalable:** Stations can be simple or complex, depending on staff capacity and available space.
- **Engagement for All Ages:** Families can explore at their own pace, making it accessible for a wide range of participants.
- **Professional Development for Staff:** Teachers can share favorite lessons, experiment with new ideas, and collaborate with colleagues.
- **Ease of Planning:** Each station is self-contained, making setup, supervision, and troubleshooting straightforward.

### Tips:

- Consider recruiting older students to support younger students as they explore and to assist teachers/staff with their activities.
- Refer to the [Theme](#) page for example activities and ideas.

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PDF editing tools to fill it out

# STEM STATIONS

## PLANNING CHECKLIST

### What's the theme or unifying concept for the event?

A fun theme can bring your STEM Stations Night together, making it easier to plan, advertise, and get families excited. See the [Theme Page](#) for ideas!

✓	Task	Notes
	Prepare educators far in advance	It's helpful to give plenty of notice for preparation of activities
	Assign clear roles	Each teacher or staff member runs one activity. Designate a coordinator to oversee setup, timing, and flow.
	Plan for flow and space	Spread stations out. Provide a map, BINGO card, or "STEM passport" so families can explore at their own pace.
	Choose quick, hands-on activities	Aim for 5–10 minute activities that encourage participation. Include simple cleanup or reset steps between groups.
	Make directions easy to follow, visual, and self-paced	Design each activity so families can jump in at any time without waiting for a full group to start.
	Gather supplies and test activities early	Create a shared supply list, test each activity ahead of time, and stock extras of popular materials.
	Celebrate and reflect	Designate someone to take photos and videos and post on social media

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# Student Showcase

## Overview

A Student Showcase STEM night highlights the work and talents of the students in your school or program. This format gives students the spotlight, allowing them to present experiments, models, inventions, or research to their peers and community. Activities can range from poster presentations and science fair-style displays to live demonstrations, robotics demonstrations, or hands-on experiments led by students themselves. The focus is on student voice, creativity, and peer-to-peer learning.

## Advantages

- Empowers Students - Presenting can boost confidence, communication, and leadership skills
- Encourages Engagement- Students take an active role in the event rather than passive observers
- Showcase Learning - Families and community members witness what students are learning and the skills they're developing
- Build Community - local professionals, organizations, and industry partners can interact directly with students to open doors for mentorship, sponsorship, and career connections
- Natural Outcomes - Students can buy in to their learning more knowing that they'll have an opportunity to share it with the community

### Tip:

- Connect to grade-level curriculum and make it an annual tradition so students know what to look forward to year after year!

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Print this page or use online PDF editing tools to fill it out

# Showcase Next Steps

Use this planner to help you get started

## Define Event Goals & Prepare Students

Decide whether the showcase focuses on classroom projects, competition, demonstrations, or a mix. (Optional) Choose Theme.  
Share expectations, deadlines, and project guidelines. Offer coaching on presentation skills, safety, and interactive engagement.



## Set the Date & Venue

Reserve space with good flow for displays and demonstrations. Consider tables, wall space, power, and areas for live demos.



## Recruit & Prepare Student Presenters

Share expectations, deadlines, and project guidelines. Offer coaching on presentation skills, safety, and interactive engagement.



## Engage Community & Families

Invite parents, local STEM professionals, and community partners. Include optional judging, awards, or fan favorite voting to boost engagement.



# Workshops

## Overview

STEM Night Workshops offer families and students a deeper dive into specific STEM topics through scheduled, interactive sessions. Rather than circulating freely, attendees choose from a lineup of workshops led by a teacher, community partner, or industry expert. Sessions might include coding basics, engineering design, robotics demos, online safety, environmental science investigations... the options are endless! This format creates opportunities for more focused learning, discussion, and hands-on exploration guided by knowledgeable presenters. This works especially well for older student audiences.

## Advantages

- **Deeper Learning:** Focused sessions allow for more meaningful engagement with complex STEM ideas.
- **Expert Connections:** Inviting guest speakers or professionals helps students see real-world applications and career pathways.
- **Flexible Design:** Schools can mix short workshops with larger demonstrations or a keynote for variety.
- **Engaged Audiences:** Families choose sessions that interest them, increasing attention and participation.
- **Professional Collaboration:** Teachers and community partners can co-facilitate sessions, strengthening school–community relationships.

## Tips

- Workshop Sessions could include: Intro to Coding, STEM Careers, STEM at Home Workshop
- To manage simultaneous sessions consider clear signage, posted timing, and transitions between sessions

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Print this page or use online PDF editing tools to fill it out

# Workshop Planning Page

## Event Snapshot

Title:  
Date & Time:  
Location:  
Theme or Focus Area:  
Target Audience:



## Presenter Ideas

Who in your local community/school/program has expertise to share?



## Engagement Ideas

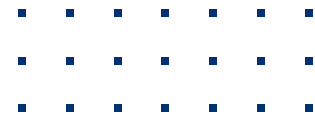
Can you offer food, giveaways, take home kits? Can you bring in partners like the Children's Museum planetarium to draw crowds?

community.idahostem.org

**TIP: Many of the planning pages in the Open House section may apply to your event planning for workshops. Check out the documents in the Appendix as well.**



# Appendix



## 1 Templates

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Invite partners, recruit volunteers, and let your community know about your event with these customizable templates:

- [Vendors & Community Partners Email Template](#)
- [Volunteer Email Template](#)
- [Community Invitation Template](#)
- [Social Media & Poster Templates](#)
- [Comprehensive Planning Sheet Template](#)

## 2 B&W Printable Planning Sheets

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Save ink, money, and time with these black and white planning worksheets:

- [BW Open House Next Steps](#)
- [Partner Brainstorming](#)
- [STEM Stations Planning Checklist](#)
- [Showcase Next Steps](#)
- [Workshop Planning Page](#)



# Email Template: Vendors & Community Partners

Feel free to copy/paste and adapt to your event!

**Subject:** Invitation to Partner at (Event Name) STEM Night – (Date)

Dear (Partner/Vendor Name),

On behalf of (Your Organization or School Name), I am pleased to invite you to participate in our upcoming (Event Name) STEM Night on (Date) at (Location). This community event is designed to engage students and families in hands-on exploration of science, technology, engineering, and mathematics while highlighting the many ways STEM connects to everyday life and future careers.

We are seeking community partners and exhibitors who can offer interactive activities, demonstrations, or information about STEM-related careers, programs, or resources. Your participation provides direct exposure to families, students, and community leaders, positioning your organization as a visible supporter of STEM education while connecting you with potential future customers, employees, and collaborators.

Additionally, we welcome donations for prize drawings or giveaways, which increase engagement and give your organization even more visibility throughout the event.

## Event Details

- Date: (Insert Date)
- Time: (Insert Time)
- Location: (Insert Venue Name & Address)
- Format: (e.g., open-house style, workshops, self-paced activity stations, etc.)
- Expected Attendance: (Insert estimate, if known)

## Why Participate:

- Connect directly with (Insert estimated number) families and students in the community.
- Showcase your products, services, or programs to a highly engaged audience.
- Build goodwill and brand recognition by supporting STEM education locally.
- Feature your organization in event marketing materials and on-site signage.

**If you are interested in participating, please respond by (RSVP Date) so we can include your organization in our planning and promotional materials.** Confirmed partners will receive detailed setup and logistics information closer to the event date.

Thank you for your continued commitment to supporting STEM education in our community. We hope you'll join us in creating an inspiring and memorable event for local students and families.

Sincerely,

(Your Name)

(Your Title)

(Your Organization)

(Email Address) | (Phone Number)



# Email Template: Volunteers

Feel free to copy/paste and adapt to your event!

**Subject:** Volunteer Opportunity at (Event Name) STEM Night – (Date)

Dear (Volunteer Name),

On behalf of (Your Organization or School Name), I am excited to invite you to volunteer at our upcoming (Event Name) STEM Night on (Date) at (Location). This event engages students and families in hands-on exploration of science, technology, engineering, and mathematics, inspiring curiosity and excitement for learning.

Volunteers play a critical role in creating a fun and safe experience for all attendees. Your involvement can include:

- Assisting with hands-on activity stations or demonstrations
- Guiding students and families through the event
- Helping with setup, cleanup, or registration
- Supporting prize drawings and giveaways

## Event Details

- Date: (Insert Date)
- Time: (Insert Time)
- Location: (Insert Venue Name & Address)
- Format: (e.g., open-house style, self-paced activity stations, etc.)
- Expected Attendance: (Insert estimate, if known)

## Why Volunteer:

- Make a meaningful impact by inspiring the next generation of STEM learners
- Gain experience in educational outreach and event support
- Connect with other community members and STEM professionals

**If you are interested in volunteering, please respond by (RSVP Date) to secure your spot.** We will follow up with detailed instructions, volunteer shifts, and event logistics.

Thank you for considering this opportunity to support STEM education in our community. We hope you'll join us in making this a memorable and inspiring evening for students and families.

Sincerely,

(Your Name)

(Your Title)

(Your Organization)

(Email Address) | (Phone Number)



# Template: Community Invitation

Feel free to copy/paste and adapt to your event!

**Subject:** Join Us for (Event Name) STEM Night – (Date)

Dear Community Members,

We are thrilled to invite you to (Event Name) STEM Night on (Date) at (Location)! This exciting event will bring together students, families, and community members to explore the fascinating world of science, technology, engineering, and mathematics through hands-on activities, interactive demonstrations, and engaging STEM exhibits.

## Event Highlights:

- Explore fun, self-paced activity stations for all ages
- Meet local STEM professionals and learn about career pathways
- Participate in prize drawings and receive exciting giveaways
- Enjoy a family-friendly evening of learning and discovery

## Event Details:

- Date: (Insert Date)
- Time: (Insert Time)
- Location: (Insert Venue Name & Address)
- Cost: (Free or ticket price, if applicable)
- Format: (e.g., open-house style, self-guided exploration, etc.)

This is a wonderful opportunity for families to spark curiosity, try new activities, and connect with local STEM resources. Everyone is welcome, and no prior experience is needed to enjoy the fun!

Mark your calendars and join us for an inspiring evening of discovery, creativity, and hands-on STEM fun. We can't wait to see you there!

Thank you,

(Your Name)

(Your Title/Organization)

(Email Address) | (Phone Number)

# Template: Social Media Blast

Feel free to copy/paste and adapt to your event!

## Facebook:

✨(Event Name) STEM Night is coming! ✨

Bring the whole family to (Location) on (Date) for an evening full of hands-on STEM activities, interactive demos, and exciting discoveries!

👤 Meet local STEM professionals

🎁 Participate in prize drawings and giveaways

🔬 Explore science, tech, engineering, and math in fun, engaging ways

Who: Families, kids, students, and community members

When: (Date), (Time)

Where: (Location)

Don't miss this chance to spark curiosity, learn something new, and have fun!

#STEMNight #ExploreSTEM #FamilyFun #HandsOnLearning #CommunityEvent

## Instagram

☀️ (Event Name) STEM Night! ☀️

📅 (Date) | 🕒 (Time) | 📍 (Location)

👥 Fun for all ages!

🔬 Hands-on activities

🎁 Prizes & giveaways

👤 Meet local STEM pros

Come explore, discover, and get inspired!

#STEMNight #FamilyFun #STEMforKids #HandsOnLearning #ExploreSTEM

# Design Templates

Did you know that educators can get Canva Premium for free? This powerful platform can help with all your design needs and the built in templates are so helpful.

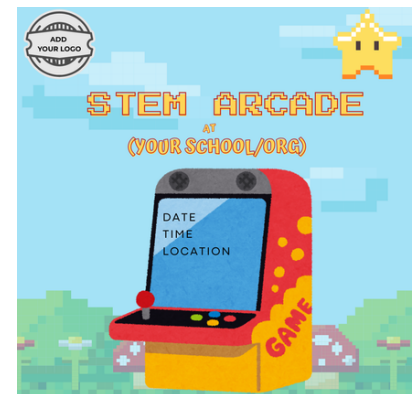
Sign up now: <https://www.canva.com/education/>

Then click the images below for templates designed for you!

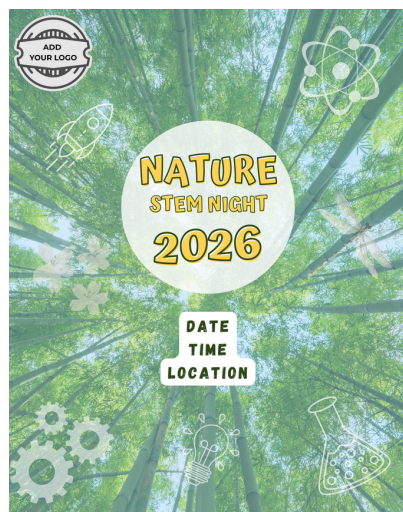
## Facebook Horizontal



## Instagram Square



## Poster Size

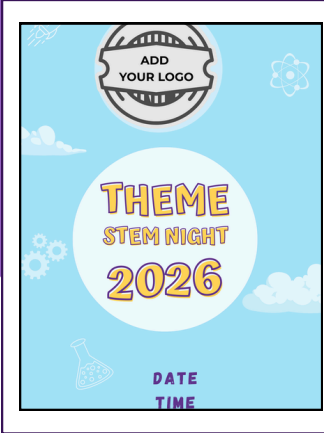


# More Engagement Strategies



Family Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

- Directions:**
1. Visit at least **6** of the stations and get them marked off.
  2. Make sure to add a parent email address (do not have to be present to win)
  3. Turn in your completed passport at the check-in table to be entered in a prize drawing!



## Passport Template

This version works best with professional printing if you have that in the budget

## Bingo Card Template

This black and white version prints easily for a low cost alternative

Family Name: \_\_\_\_\_  
 Contact Info: \_\_\_\_\_  
 # in attendance: \_\_\_\_\_

**THEME STEM NIGHT**

As a family, rotate through the stations and check off the ones that you attend. At the end of the evening, turn in your task card for a prize drawing. Please complete 2 or more stations to be entered to win.

Describe activity and location	Describe activity and location	Describe activity and location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe activity and location	Describe activity and location	Describe activity and location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe activity and location	Describe activity and location	Describe activity and location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe activity and location	Describe activity and location	Describe activity and location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Passport Examples

## Bingo Examples

BASIN ELEMENTARY  
**STEM FAMILY NIGHT**

Family Name: \_\_\_\_\_

As a family, rotate through the stations and check off the ones that you attend. At the end of the evening, turn in your task card for a prize drawing. Please complete 2 or more stations to be entered to win.

<b>Marshmallow Shooters</b> How can I help my child explore and experiment with forces of motion?	<b>Catsuits</b> How can I ask questions and design solutions with my child?	<b>Microbit Programming</b> How can we code a micro:bit to solve a problem or accomplish a task?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Growing Microgreens</b> How can I use your microgreens for a home food source?	<b>Invention Connection</b> View 4th graders' inventions and share the engineering design process to build an apple picker.	<b>Building Flower Pots</b> How will you apply the engineering design process to build a hanging pot for your plant?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lego Flower Shopper Build Challenge</b> Can you work as a team to build a flower shop? How do the lowest lego bricks create the right habitat for the chicks?	<b>Baby Chicks</b> What do you notice about the chicks? How do the lowest lego bricks create the right habitat for the chicks? What questions do you have?	<b>Flower Pot Faces</b> How can you design your own flower pot face to give your plants a happy face?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STEM Lab</b> Check out the STEM Lab!	<b>Gardening Booths</b> Stop by and check out some great gardening projects in the hallways.	
<input type="checkbox"/>	<input type="checkbox"/>	

Family Name: \_\_\_\_\_

**BASIN SPACE STEM NIGHT**

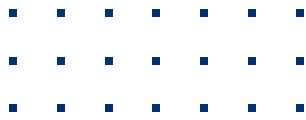
As a family, rotate through the stations and check off the ones that you attend. At the end of the evening, turn in your task card for a prize drawing. Please complete 2 or more stations to be entered to win.

Visit the Mobile Planetarium in the Gym	Learn from a NASA Ambassador	Visit SWISH for Free Sewing in the Hallway
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer an Alien Parachute in the STEM Lab	Try a Telescope and Make a Star Finder on the Grass in front of the Elementary School	Visit the Kindergarten Room for Strawbees!
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check out "Drawing Shadows" in 1st Grade Room	Learn how physical characteristics may change in space	Try the Laser Light activity to learn how light travels in space
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learn about Season Stars and constellations in 5th grade	Walk a scale model of the solar system Outside of STEM Lab	
<input type="checkbox"/>	<input type="checkbox"/>	

community.idahostem.org

These printed resources can take your event to the next level to increase engagement, improve navigation, and promote your partners  
 Click the images for more Canva templates and make them your own!

# Planning Sheet Template



Contact ReBekha Lulu for a copy of the Comprehensive Planning Sheet with checklists and tracking tabs: email [rlulu@uidaho.edu](mailto:rlulu@uidaho.edu)

The image displays several overlapping spreadsheets from a planning sheet template. The primary spreadsheet is a 'Task List' with the following columns: Task, Assigned to, Timeframe, Status, and Due date. Below is a list of tasks from this spreadsheet:

Task	Assigned to	Timeframe	Status	Due date
Finalize Date	Name	6 months in advance		m/d/yyyy
Confirm Venue & Time	Name	6 months in advance		m/d/yyyy
Create Event Budget / Secure Funding	Name	6 months in advance		m/d/yyyy
Recruit Vendors	Name	6 months in advance		m/d/yyyy
Recruit & Organize Volunteers	Name	3 months in advance		m/d/yyyy
Organize Food	Name	3 months in advance		m/d/yyyy
Create Printing Materials	Name	3 months in advance		m/d/yyyy
Send Vendor Registration Form	Name	1 month in advance		m/d/yyyy
Develop Event Schedule / Run of Show	Name	1 month in advance		m/d/yyyy
Collect Door Prizes	Name	1 month in advance		m/d/yyyy
Media Release / Photography Plan	Name	1 month in advance		m/d/yyyy
Advertise	Name	1 month in advance		m/d/yyyy
Recruit & Organize Volunteers	Name	1 month in advance		m/d/yyyy
Order/Prepare Printing	Name	1 month in advance		m/d/yyyy
Send Vendor Logistics Email	Name	1 week in advance		m/d/yyyy
Pick up Printing	Name	1 week in advance		m/d/yyyy
Layout Map	Name	1 week in advance		m/d/yyyy
Signage & Wayfinding Setup	Name	Day-of the event		m/d/yyyy
(Optional) Decorations	Name	Day-of the event		m/d/yyyy

Other visible spreadsheets include:

- Volunteer Organizing:** A table with columns for 'Task', 'Timeframe', and 'Number of Volunteers'. Tasks listed include 'Parking / Outdoor Guide', 'Set-Up Crew', 'Vendor Check-in', 'Tear-Down Crew', 'Help Vendors', 'Check-in Table', '(Optional) Face Painting', 'Door Prize Drawings', 'Food Service', 'Wayfinding & General Assistance', and 'Photographer / Social Media'.
- Vendor Details:** A table with columns for 'Status' (Contacted, Tentative, Confirmed), 'Partner' (Example 1, Example 2, Example 3), 'Assigned to' (Name), and 'Contact Information'.
- Completed Vendor Form?:** A vertical column of checkboxes for tracking vendor form completion.



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and white to save ink

# Open House Next Steps

Use this planner to help you get started

Choose 3-5 priority partners to reach out to this week  
(Tip: If you only know the date, send a save the date!)



Draft a quick email or use our Partner Invitation Template (see appendix)



Track your outreach efforts using the Partner Contact Log in the  
Template Planning Sheet (in appendix).



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# PARTNER BRAINSTORMING

Use this sheet to identify and organize potential partners who can support your STEM Night with activities, materials, expertise, or funding.

## WHAT KIND OF SUPPORT DO I NEED?

(planning help, volunteers, partner recruitment, fundraising)

Category	Examples	Potential Local Partner Ideas
STEM Industry & Employers	Tech, engineering, energy, agriculture, healthcare	
Colleges & Universities	STEM departments, clubs, student orgs, faculty, outreach groups	
Government Agencies	Fire, police, public health, fish & game, forest service, BLM, USDA, DEQ	
Libraries & Museums	Mobile exhibits, science educators, maker kits	
Nonprofits & Community Orgs	FIRST Robotics, 4-H, scouting, STEM clubs,	
K-12 & Student Leaders	Middle/high school STEM clubs, student volunteers, student leadership	
Media & More	Local radio, TV, coding clubs, animation studios	



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# STEM STATIONS PLANNING CHECKLIST

## What's the theme or unifying concept for the event?

A fun theme can bring your STEM Stations Night together, making it easier to plan, advertise, and get families excited. See the [Theme Page](#) for ideas!

✓	Task	Notes
	Prepare educators far in advance	It's helpful to give plenty of notice for preparation of activities
	Assign clear roles	Each teacher or staff member runs one activity. Designate a coordinator to oversee setup, timing, and flow.
	Plan for flow and space	Spread stations out. Provide a map, BINGO card, or "STEM passport" so families can explore at their own pace.
	Choose quick, hands-on activities	Aim for 5–10 minute activities that encourage participation. Include simple cleanup or reset steps between groups.
	Make directions easy to follow, visual, and self-paced	Design each activity so families can jump in at any time without waiting for a full group to start.
	Gather supplies and test activities early	Create a shared supply list, test each activity ahead of time, and stock extras of popular materials.
	Celebrate and reflect	Designate someone to take photos and videos and post on social media



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# Showcase Next Steps

Use this planner to help you get started

## Define Event Goals & Prepare Students

Decide whether the showcase focuses on classroom projects, competition, demonstrations, or a mix. (Optional) Choose Theme. Share expectations, deadlines, and project guidelines. Offer coaching on presentation skills, safety, and interactive engagement.



## Set the Date & Venue

Reserve space with good flow for displays and demonstrations.  
Consider tables, wall space, and areas for live demos.



## Recruit & Prepare Student Presenters

Share expectations, deadlines, and project guidelines. Offer coaching on presentation skills, safety, and interactive engagement.



## Engage Community & Families

Invite parents, local STEM professionals, and community partners. Include optional judging, awards, or "fan favorite" voting to boost engagement.



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# Workshop Planning Page

## Event Snapshot

Title:  
Date & Time:  
Location:  
Theme or Focus Area:  
Target Audience:



## Presenter Ideas

Who in your local community/school/program has expertise to share?



## Engagement Ideas

Can you offer food, giveaways, take home kits? Can you bring in partners like the Children's Museum planetarium to draw crowds?



# Acknowledgements

To learn more about the Idaho STEM Ecosystem, please reach out: [rlulu@uidaho.edu](mailto:rlulu@uidaho.edu)

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