

TOP 5 tips

1

Get started on your event planning early.

Especially in your first year, things will come up that your team does not anticipate, so leave at least 3-4 months to prepare. Starting from the end (your event date), map out what needs to get done 1 week out, 2 weeks out, 3 weeks out and so on, to ensure tasks do not pile up at the end. Plan for extra time to complete tasks that involve coordination with others.

2

Understand access requirements for non-DoD guests.

Your team will be the main contact and support for participating schools. Students, parents, teachers and other guests may be required to submit documentation ahead of time to be allowed on the lab premises, and it is essential that you help them navigate what is required, answer their questions and ensure they follow requirements for entry.

4

Create processes to ensure everyone's safety.

Set guidelines and expectations for professionalism and safety. This could include: closing off areas with potentially dangerous equipment, clearly marking which areas are restricted or open to guests, and having enough volunteers so no student is ever alone with just one adult or unaccompanied in the lab.

5

Leave as little as possible for the day of the event.

Set up the rooms ahead of time... Count out and label your test papers and sort them into folders... Make copies of the event program. Do as much as you can so that if something comes up on the day of the event, you will still be ready!

3

Get buy-in from lab leadership early.

DoD leaders likely will see tremendous value in an event like this because it spotlights the outstanding work your lab is doing and inspires the next generation of DoD STEM professionals. Having leaders on board will help you with just about every aspect of the event—from volunteer recruitment to planning—so reach out to your lab leadership as soon as you can.

Learn more!



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