CITIZEN SCIENCE MONTH
#ACTSOFSCIENCE

Program and Event Checklist

Before the event:

1. Choose Your Format
    a. Decide what type of program works best for your community:
        i. Host an Acts of Science: Connected Livestream (a SciStarter-produced event series)
        ii. Build your own event by:
            1. Downloading the Program Planning Tool to design your event
            2. Selecting an Event Recipe Card to follow a ready-made plan
        iii. Promote or support an existing event using the Media Toolkit
            1. Browse options on the Citizen Science Month Events Calendar (visit the Citizen Science Month homepage)
2. Prepare the Logistics
    a. ADD YOUR EVENT TO SCISTARTER: SciStarter.org/add-event to ensure it gets counted as part of Citizen Science Month!
    b. Reserve your space and confirm technology or materials needed
    c. We'll ask you to report attendance and estimate Acts of Science after your event, so take some time to plan how you'll track Acts of Science, such as:
        i. SciStarter accounts created
        ii. Observations, classifications, or questions submitted (Estimates are okay—choose what makes sense for demonstrating the activity in your event)
3. Prepare Take-Home & Display Materials
    a. Print stickers, buttons, or pin
        i. Use SciStarter designs on round labels or the Avery 5293 template
    b. Print Citizen Science Month participation certificates
    c. Display or print the April Events Calendar, or create a QR code linking to follow-up programs
    d. Distribute our press release or adapt your own from our template.

    e. Print Promotional Posters/Postcards or other materials to encourage participation and spread the word. See all promotional materials here.
4. Get Ready to Facilitate
    a. Refresh your citizen science knowledge:
        i. Explore the Foundations of Citizen Science interactive tutorial
        ii. Review talking points or facilitator slides for sample language
        iii. Visit SciStarter.org/Training for more information
5. Share Photo & Media Expectations
    a. Notify attendees that photos or videos may be taken and shared on social media and with SciStarter, Arizona State University, and Citizen Science Month partners
    b. For in-person events:
        i. Post a sign at the entrance, and/or
        ii. Share your organization's media release forms, if applicable
    c. Encourage participants to share their experience using #ActsOfScience

During the event:

1. Set the Big Picture
    a. Remind attendees of the goal of Citizen Science Month, i.e. "collectively generate **millions of Acts of Science** in April."
    b. Share that an Act of Science includes actions like documenting observations and classifying data for real research projects. (More info: CitizenScienceMonth.org)
2. Help Participants Get Set Up
    a. Invite participants to create or log into a SciStarter account at SciStarter.org/Login.
    b. Let them know that:
        i. Some projects automatically credit their Acts of Science in the SciStarter Dashboard
        ii. This usually requires using the same email address for both SciStarter and the project account and/or adding their project username to their SciStarter Account Settings
3. Engage & Reflect
    a. Build in time for questions and discussion.

    b. Prompt reflection with simple questions:
        i. What did you learn today?
        ii. How does your work help this research project?
        iii. What surprised you?
4. Document the Event!
    a. Take photos during the activity (with prior media notice in place).
    b. Encourage participants to share their experience using #ActsOfScience
5. Track Participation & Wrap Up
    a. Pass out any take home materials you chose to provide: flyers to sustain engagement, invitations to the next program, stickers, etc.
    b. Make sure you have an accurate attendance count and estimates for Acts of Science completed.
    c. Show attendees CitizenScienceMonth.org and select “Report Acts of Science” to fill out the form together before they leave. This is also where they can find more projects.

After the event:

1. Report Your Impact
    a. If not completed during the event, report the Acts of Science! Tell us the number of attendees and the estimated number of Acts completed at SciStarter.org/go/report. (Estimates of how many observations, classifications, or data points they contributed are perfect!)
    b. Tell us how the event with by filling out the Post Event Facilitator Survey
2. Share on Social Media
    a. Post a group photo or short video from your event.
        i. Use hashtags #ActsOfScience and #CitSciMonth and tag @SciStarter.
        ii. When possible, include your estimated impact. Example: We just participated in [project name] at [host name] and completed [number] Acts of Science for #CitSciMonth! @SciStarter #ActsOfScience
        iii. Add a SciStarter Instagram sticker: Create your post, select Stickers, and search for “SciStarter.”

b. Explore additional prompts, graphics, and tips in the Citizen Science Month Marketing Toolkit.

3. Follow Up with Participants
    i. Send a thank-you email to attendees.
    ii. Include the attendee survey if it wasn't completed during the event.
        1. Printable Flyer with QR code: SciStarter.org/go/participant-survey-print
    iii. Share:
        1. What the group contributed
        2. Any project outcomes or early insights (if available)
        3. Ideas for local follow-up or continued involvement
        4. Encourage participants to keep contributing to the project or find new ones at SciStarter.org.
4. Need Help?
    a. For questions about Citizen Science Month, Acts of Science, or SciStarter, contact info@scistarter.org