

## 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
2. Prepare the Logistics
  - a. Reserve your space and confirm technology or materials needed
  - b. 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-on 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 that the goal of Citizen Science Month 2026 is to collectively generate **2.50 million 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. Remind attendees to check [CitizenScienceMonth.org](http://CitizenScienceMonth.org) to see if we reached the collective goal of tallying 2.50 Million Acts of Science and to find more events and projects!

### **After the event:**

1. Report Your Impact
  - a. Report back to SciStarter! Tell us the number of attendees and the estimated number of Acts completed at [SciStarter.org/go/report](http://SciStarter.org/go/report).  
(Estimates of how many observations, classifications, or data points they contributed are perfect!)
2. Share on Social Media
  - a. Post a group photo or short video from your event.
    - i. Use hashtags #ActsOfScience, #CitSciMonth, and #America250, 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 toward 2.50 million #ActsOfScience during #CitSciMonth! @SciStarter
    - 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 (coming soon!) if it wasn't completed during the event.
  - 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](https://www.scistarter.org).
4. Need Help?
  - a. For questions about Citizen Science Month, Acts of Science, or SciStarter, contact [info@scistarter.org](mailto:info@scistarter.org)