Pacific Science Center Teen Science Café Committees

Marketing

- Flyers and social media event promotion (both personal accounts and PacSci Teen Café accounts)
- Take pictures at event

Content

- Event moderator comes from this group
- Gets bio from speaker for introduction
- Writes event script (Welcome, announcements, introduce speaker, Q&A, wrap-up)
- Help facilitate Q&A
  - Prepare questions to ask during Q&A
- End of event raffle

Activity

- Activity design
  - Help speaker develop activity related to the subject of their presentation or become familiar with the activity if speaker already has one
  - Assist speaker in running the activity at the event

Hospitality/Logistics

- Food
  - Make list of food to buy
  - Committee Head goes to the store with adult advisor or give them shopping list
  - Set up food table, manage table during event
- Set up and manage sign-in table
- Greet guests as they arrive, help them find food, restrooms, etc
- Event set-up (chairs, tables, projector, screen, etc)
- Event clean-up
- Help with other things as needed