STEM Identity Checklist

Now – Get Started

- Register your school on the STEM Identity Day sign-up page
- Review the STEM Identity Day FAQs
- Use the STEM Identity Day Planning Tool to align with your admin team.

6-8 Weeks Before — Build Your Guest List

- Guest Speakers
    - Brainstorm potential speakers who can talk about their STEM Identity (parents, local businesses, tradespeople, healthcare workers, first responders, alumni, etc.)
    - Use the School Email Template: Call For Guest Speakers email template to initiate invites to protentional speakers
- Visitors
    - Create your "visitor" list of people you'd like to attend but might not present or speak, such as families, admin, board members, etc.
    - Modify the Save the Dates invites and send to visitors
      Note: Canva login required to Copy / Modify the template

4-6 Weeks Before — Invite & Confirm

- Guest Speakers
    - Confirm speakers via follow ups to initial email
    - Download and modify (if needed) the STEM Identity Day Speaker Resource
    - Share the Speaker Resource with confirmed speakers
- Confirm your event space (SmartLab, library, cafeteria, gym, etc.) based on group size and rotations
- Develop a Run of Show plan and confirm any other building volunteers you need to assist you on the day of the event
- Confirm visitor check-in process or background check requirements with your school office

2-3 Weeks Before — Prepare Everyone

- Finalize your Run of Show

- Prepare students: Spend time in class discussing what to expect, sample questions to ask guests, etc.
- Determine if you want to share on school social media pages, and go through the appropriate channels to do so.

1 Week Before — Final Details

- Send reminder email to Visitors and Guest Speakers using these templates
- Review Run of Show and make any necessary updates
- Confirm photo and/or media permissions with your building admin

Event Day — Enjoy It!

- Welcome your Visitors and Guest Speakers
- Capture photos, quotes, and student reflections

After the Event

- Thank your volunteers
- Determine if you want to share images from the event on school social media pages, and go through the appropriate channels to do so.
- Note ideas for next year and share with your CSM!