Science Cafe Preparation Checklist

Arrive at least an hour ahead of time. You'll want to give yourself plenty of time to check the AV, arrange the seating, position a screen, test the video, and talk through the event with the venue staff.

Check/Review before arriving:

___ That speaker, volunteers, and venue all know the date and time of the café
___ The arrangement with the venue for food and drink specials (if any)
___ The kind of computer the speaker will be using and the best format for the video clip
___ Sample Café schedule
___ Your notes for speaking/moderating/wrapping up
___ Video clip description
___ What you'll say to introduce the speaker
___ Tips for helping a general audience understand the topic (e.g., key idea, focus questions)

Bring with you:

___ Signs or flyers to direct people to the café (if necessary)
___ Sign-in sheet
___ Pencils
___ Video clip on a computer, memory stick, and DVD
___ Extension cord
___ Multi-plug outlet strip
___ Video cables to connect your/the speaker's computer to the TV monitor or projector
___ Video projector (if necessary)
___ Movie screen (if necessary)
___ Giveaways (if any)
___ Camera and photo release forms so you can post the photos and use them for promotion
___ Duct tape for posting flyers/signs, taping down extension cords, etc.
___ Evaluation to assess the audience's experience of your café

To do at the Café:

___ Welcome and orient volunteers (if any).
___ Check in with the venue about the food and drink specials and names of the wait staff.
___ Post signs/flyers to direct people to the café (if necessary).
___ Set out sign-in sheet.
___ Arrange tables and chairs to accommodate the anticipated number of people.
___ Set up screen or hook computer up to the monitor.
___ Check AV (computer sound, microphone [if you're using one], etc.).
___ Test video clip to confirm cueing, start/stop, format, sound, etc.
___ Put evaluation forms, giveaways, and other handouts in an easy-to-reach place.
___ Suggest follow-up ideas from the wrap-up ideas to invite conversation and exploration.