

## **Who will come to the event?**

- Will the event be for families or students?
- How many people are you expecting?
- Will you require registration for the event? How?
- Will you open the event to people from outside of the CBO?

## **Who will staff the event?**

- Will an amateur astronomer be part of the event?
- Who from the CBO will be leading activities?
- Will you need other staff or volunteers from the CBO?
- Who from the ISI will be attending the event?
- Who will help with set up and break down of the event?
- Who from the location needs to know the details of the event? (i.e operations or facility staff)
- Who will take photos and make sure photo releases are filled out?

## **Where will the event take place?**

- What location(s) will you use for the event?
- Will the event be indoors or outdoors?
- Is there electricity at the location?
- Is there parking? How will attendees get to the event?
- Are there enough restrooms and will they be open at the event?

## **How will people find out about the event?**

- How will members of the CBO be invited to the event?
- Will you use emails to invite attendees? Who will send them?
- Will you use flyers? How will flyers be distributed?
- Will there be social media posts before the event? Who will post them?
- Are there CBO or AA event calendars this should be added to?

## **When will the event take place?**

- What is happening in the night sky when the event is scheduled?
- Will this be a daytime or evening event?
- Will this be a stand alone event or will it be part of another event?
- Does the event need a rain date?
- How does the event fit into the general CBO schedule of events?

## **What supplies and materials are needed at the event?**

- Will you have food at the event? What about water?
- How many tables and chairs do you need?
- Will you need extension cords, computers, or monitors/TVs?
- Will you have a sign in sheet for attendees?
- Will you have any prizes or giveaways?

## **Which M2M activities will be part of the event?**

- Which activities would be most interesting or exciting for your attendees? Which will get your attendees excited about the Artemis mission?
- How many activities will be part of the event?
- Which activities would work best for the location of the event? Do any need more space than you have?
- Which activities would work best for the timing (daytime/evening) of the event?
- Which activities support what is happening in the night sky during the event?

## **Event Notes**

- How often will the team meet to plan the event?
- How does this event fit with the other M2M events planned?
- What does the timeline for preparing for this event look like? (i.e. when will advertising go out, when will supplies be delivered, etc.)

# MISSION 2MARS

ENGINEERED BY THE FRANKLIN INSTITUTE

## Event Brainstorming Template

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