



THE ASTRONOMICAL SOCIETY OF NEVADA

Star Party Checklist

Date of event: _____

Event Location: _____

Event Coordinator: _____

At least two weeks before event:

- _____ Verify star party with host (park ranger, school, etc.)
Point of contact info: Name: _____
Phone: _____
Email: _____
- _____ Contact lecturers to verify attendance / lecture preparation
- _____ Contact newspapers to publish club meeting (verify with location host)

Mid-week prior to event:

- _____ Contact lecturers and get copies of lecture (if electronic)
- _____ Initiate phone tree to remind/inform membership of event, changes, etc.
- _____ Ensure lectures loaded and tested on laptop (if required)
- _____ Arrange following items to be transported to event:
 - _____ ASN Display Board
 - _____ ASN Direction Signs
 - _____ ASN Contributions/Membership Box
 - _____ Green laser pointer
 - _____ Red flashlight covers (film / rubber bands)
 - _____ Screen for projector (if required) (?)
 - _____ LCD Projector (if required)
 - _____ Laptop computer (if required)
 - _____ DC to AC power transformer (if required)
 - _____ Extension cord (if required)
 - _____ Red glow sticks? (for telescopes)
- _____ Print up and copy approx. two dozen star charts / membership forms for evening of event
- _____ Research significant events / satellite transits (ISS, etc.) (www.heavens-above.com)



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Friday afternoon prior to event:

_____ Pick up LCD projector (if rental, if required)

At least two hours prior to start of event:

_____ Plan locations for cars, telescope equipment, presentations, restroom facilities, etc. Considerations include light sources, electricity, etc.

_____ Set up ASN Direction Signs

_____ Set up Display Board with event-specific information, etc.

_____ Set up and test computer, LCD projector and screen (if required)

At end of event (discuss with other members if you are not last to leave):

_____ Inspect event location to ensure no trash, etc., left behind (we want to be invited back!)

Next day / post event:

_____ Email Programs Committee Chair with lessons learned (additional items to add to checklist, location-specific comments, etc.). If all went well, please email that also. (Tim Burns: burnstm@aol.com)

_____ Reply to appropriate star party thread on Forum describing what happened at party, who attended, etc.

Thanks for your help!
Tim Burns
ASN Programs Chair
825-4278