



Community Night Success Sheet

In addition to the school day program, The Leonardo on Wheels-Science (LOW-S) will also be open to visitors one night during the week of your scheduled visit for Community Night. The event is a two-hour open house for parents, siblings, and members of the community to interact with the exhibits. Many schools like to utilize Community Nights to showcase what their students are learning at school. Here are some ideas to help make your Community Night a success.

Selecting a Date and Time

In general, we have found Community Nights to work best when scheduled to coincide with another school event such as parent teacher conferences or sporting events. This encourages participants attending one event to stop by the other event while they are at your school. If no other evening school event is scheduled during the week of your LOW-S visit, the next best option is to schedule Community Night on the second to last day of the LOW-S visit. This gives students a chance to participate in the exhibits during the week, increasing the likelihood that they'll want to return with their families and friends in the evening.

Usually Community Nights run for two hours but they can be shorter to accommodate your school's needs. The typical running time is from 6:00 to 8:00 pm. Please be sure to talk with your school's administration to reserve your school to be open after normal class hours.

Who to Invite

Although Community Night events are open to the general public, the main participants will be individuals connected with your school but no one will come to your event if you don't invite them! As soon as they know the date and time, LOW-S staff will create a customized flyer for your school's Community Night. Make sure that all of the students and staff at your school are aware of the opportunity to participate by either posting flyers around your building or giving a copy to each student to take home. Morning announcements or weekly parent newsletters are also good methods for making students and their families aware of a Community Night event.

In addition to inviting students, your school is encouraged to invite local media, government officials, school district representatives, or school business sponsors to the Community Night. Many of these individuals and organizations are not aware of events such as these at local schools and are usually delighted to be invited to participate. It also provides an opportunity for your school to be recognized for going the extra mile to bring innovative, hands-on educational experiences to your students.

Getting the Word Out

The key to a successful Community Night is to get the word out early and often. Make sure that all of the staff at your school are aware of the opportunity to participate in Community Night and have them encourage students to talk to their families about attending.