



The Successful Star Party

Event Name: _____

Event Location: _____

Event Date & Time: _____

AUTHORIZATION:

Keep in mind the **TYPE** of event: **Commercial/Public/Private/School/Church/Non-Profit**
Client & Organizer? _____ Phone #: _____

Permission Required? _____ Title: _____

For Parks & Schools Check with **Coaches and Facilities:** _____

VENUE:

Find a **SPECIFIC** Location: _____

TIME and **DATE** of preliminary visit: _____

Viewing concerns: **Trees/Buildings/Lights/Compass Points Horizon View**

Equipment safety & performance: **Sprinklers/Spacing/Level & Stable/Food & Drinks**

Guest concerns: **Rest Rooms/Access and Egress/Moving Among Scopes/Red Lights**

Organizational issues: **Central Meeting Area/Parking/Weekend or Weeknight**

Security and Safety: **Site Monitors/First Aid/Drink for Operators/Runners**

Unattended Children/Telescope Etiquette

AUDIENCE:

WHO is invited, and **HOW MANY** are attending? _____

AGE of attendees? _____ **PRESS** attending? _____

OUTREACH ISSUES:

THEME or **FOCUS** for this event? _____

HANDOUTS/PROGRAMS/CHECKLISTS/PRIZES? _____

CLIPBOARDS/PENS & PENCILS/OPERATOR RED LIGHTS? _____

ADDITIONAL CONCERNS:

How many **TELESCOPES/OPERATORS** are needed? _____

Other **STATIONS** (ex. binoculars, planispheres, activities)? _____

RECRUITOR/COORDINATOR of operators and stations? _____

WHAT/WHEN is in the sky? _____

SPECIAL EVENTS (ex. Eclipse, Satellites, Meteors) _____

WEATHER CONTINGENCY (Who makes call? When?) _____

When does **SETUP** start? _____ **DAY** viewing? _____

MOON PHASE? _____ **RISE & SET** times? _____