

Dear Program Facilitator,

Thank you for leading a *Samsung emPOWER Tomorrow* after-school program in your school. We appreciate your commitment to inspire many 4th and 5th grade girls to explore computer science and electrical engineering and open a world of endless possibilities.

As part of the *Samsung emPOWER Tomorrow* program, you will execute a final event showcase within one week after your last scheduled program session. The intent of the final event showcase is to provide an opportunity for the girls to showcase their hard work and celebrate their enthusiasm for STEM with your families, your school, and the community at large.

Your school will receive a stipend of \$1,000 to cover the execution of the final event showcase to be paid according to your district donation policy.

This Final Event Showcase Handbook is designed to provide you with all of the tips and tools you will need to create a celebratory final event to let your students shine and reinforce your school's commitment to STEM.

If you have any questions, please don't hesitate to contact Melinda Miller at Melinda_Miller@discovery.com.

FINAL EVENT SHOWCASE HANDBOOK CONTENTS

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Final Event Overview

We recommend the final event showcase consist of a school assembly (if hosted when school is in session) and a showcase/reception. The following is an outline of the final event show flow.

TIME	ACTIVITY/DESCRIPTION	Speaker	Location
Approx 2 minutes	Welcome/Introduction <ul style="list-style-type: none"> • Welcome students and families, teachers and faculty • Welcome district VIPs, special guests/VIPs • Explain why we are here today • Introduce Program Facilitator 	Principal	TBD (suggest auditorium or other venue based on number of attendees)
Approx 2 min	Program Facilitator to give overview of afterschool program and acknowledge aide, other key program helpers	Program Facilitator	
10 minutes	Awards Presentation <ul style="list-style-type: none"> • Facilitator to call students individually in alphabetical order to come to the stage • Student to receive award, handed by Principal 	Principal/ Facilitator	
2 minutes	Thank you/Closing	Principal	
<i>5-10 minutes</i>	<i>Transition to Showcase/Reception (Photo Opportunity)</i>		

Showcase Event

TIME	ACTIVITY/DESCRIPTION	Speaker	Location
2 min	Welcome/Open	Program Facilitator	TBD (space large enough to hold girls' projects science fair style)
2 min	Transition: Facilitator to invite guests to attend showcase	Program Facilitator	
15 minutes	Project showcase	Students	
1 minute	Thank you/Closing	Program Facilitator	

Key Audience

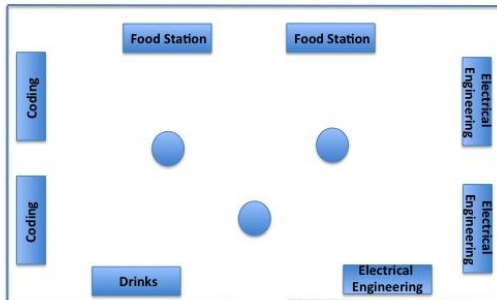
Assembly Key Audience: 3rd, 4th, and 5th Grade Students of School, Parents, Teachers, District/community members

Showcase/Reception Key Audience: Parents, Teachers, District/community members

Please Note: If not holding an assembly, the entire event can take place in one room large enough for project demonstrations.

Sample Room Layout

Samsung emPower Tomorrow - Layout
(Peshine Avenue Elementary School)



Event Planning Timeline

6 weeks prior to event	Confirm date/room location of final event – send event details to DE contact: Melinda_Miller@discovery.com
5 weeks prior to event	Create invitations using the editable invitation updated with your program information and print
4 weeks prior to event	Mail invitations to student families, faculty, district VIPs and community VIPs (if printing invites)
3 weeks prior to event	Email invitations to student families, faculty, district VIPs and community VIPs (if only emailing invites) Send social media/marketing messages to school community
2 weeks prior to event	Create event placards/banners and send to printer Send reminder to invite list Secure balloon company; place order
1 week prior to event	Secure a volunteer to act as photographer for the event Create student certificates using the editable certificate of appreciation
1 day prior	Confirm catering order with final attendance numbers Send reminder to all attendees with date, time, location info Rehearse presentation with students

Sample Event Budget

EXPENSE ITEM	AVG COST	NOTES
Invitations (50)	\$35.00	8x10
Certificates (20)	\$25.00	Full Color, card stock
Vinyl Banner w garment	\$170.00	
Placards (2)	\$340.00	2x5 program placards \$170 ea
Placards Lg (1)	\$220.00	Lg vertical w easel back
Catering	\$160.00	Subway sandwich platters, cookies and water for 30 people
Balloons	\$50.00	3 Bouquet w 10 balloons each (5 blue/5 white) with weight at bottom

Sample Marketing Copy

Program Overview

Samsung emPOWER Tomorrow is an after-school program designed to introduce girls in 4th and 5th grade to the people, technologies, and processes behind the software and hardware they use in their everyday lives to help them build confidence and excitement in these subjects. During the program, students are introduced to computer science and electrical engineering concepts in a safe, fun, and hands-on learning environment. Students also meet real-life scientists and engineers from Samsung and explore career possibilities in this exciting industry.

Tweets

Join us on [date] [time] [location] to see projects created by students of [school] in *Samsung emPOWER Tomorrow* program.

Join us on [date] [time] [location] for *Samsung emPOWER Tomorrow* showcase event. Refreshments will be served.

Facebook Post

Students of [school] have spent the past [#] weeks exploring computer science and electrical engineering. Join these extraordinary students as they present their projects and share their experiences at the *Samsung emPOWER Tomorrow* Showcase Event [date] [time] [location]. Refreshments will be provided.

Newsletter Copy

Samsung emPOWER Tomorrow is an after-school program designed to introduce girls in 4th and 5th grade to the people, technologies, and processes behind the software and hardware they use in their everyday lives to help them build confidence and excitement in these subjects. [Teacher] and students at [school] spent the last [#] weeks exploring computer science and electrical engineering concepts in a safe, fun, and hands-on learning environment. Join us [date] [time] [location] for a final showcase event

where the girls will present their projects and share their experiences. Refreshments will be provided.

Event Creative

- 1) Invitation – update the editable invitation with your specific Final Showcase Event details, save as a new pdf, and then send to your local printer, print in your school or email to your invitation list.
- 2) Certificate – update the editable certificate for each program participant. Save each as an individual pdf. Send to a local printer to print onto card stock, or print in your school.
- 3) Banner – send the banner creative to your local printer and request a vinyl banner
- 4) Placards – select the placards that work best for your event space from the options provided. Send the placard creative to your local printer. Secure two easels to display any 2x5 placards during your event (the large vertical placards are designed to stand on their own with a built-in easel back).

Instructions for editing the editable invitation and certificates:

Step 1: Download the editable invitation or certificate file

Step 2: Use Adobe Acrobat or visit www.pdfescapes.com

Step 3: Upload the editable invitation or certificate into pdfescapes.com

Step 4: Make your edits

Step 5: Rename and save as a new pdf to your computer

Event Stipend

Please contact Melinda Miller at Melinda_Miller@discovery.com to confirm the event stipend process for your District.