

# Family Night

## Tips for a successful Exploration Place Family Night!

### School Staff & Volunteers

- Exploration Place provides activities and training for Family Nights.
- There are 12 stations. Please have at least one adult school staff or volunteer ready to assist with each station.
- School staff and volunteers should arrive 1 hour prior to program start time to assist with room and station set up.
- Exploration Place staff will train school staff and volunteers on activities 30 minutes prior to program start time.

### Exploration Place Staff Arrival & Departure

- Exploration Place staff will arrive at least 1 hour before program start.
- Exploration Place staff will begin station strike 1.5 hours after program start.
- Station strike will take approximately 30 minutes.

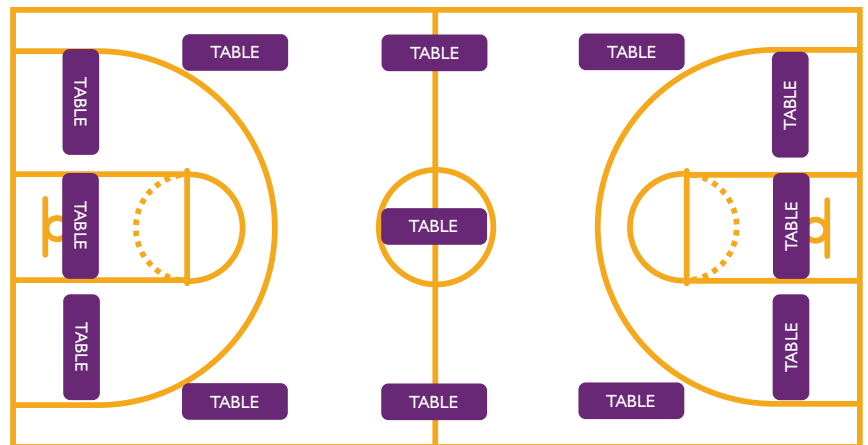
### Spreading the Word

- A flier template that can be customized with your school's Family Night information is included.
- Your school is responsible for flier distribution.
- Please be sure families are informed that the Family Night will take place at your school or designated location, not at Exploration Place.

### Room Set Up

- Exploration Place staff will bring all station activity materials.
- Have 13 tables (6 ft. or larger) available.
- Review the floor plan given to you for preferred table arrangement.
- Exploration Place staff may make small adjustments to the set up.
- Have 1-2 large trashcans available during the entire event.

Recommended gymnasium layout:



### Additional Questions

If you have any questions, please contact us at 316.660.0620 or [reservations@exploration.org](mailto:reservations@exploration.org)



**EXPLORATION  
PLACE**

THE SEDGWICK COUNTY SCIENCE AND DISCOVERY CENTER

316.660.0600 | [www.exploration.org](http://www.exploration.org)

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