

A Beginner's Guide To Organising a Science fair

Science fairs are a great engagement tool for reaching a wide and varied audience. Once you're clear on your aims and objectives, this simple guide should get you started.



1

SECURE YOUR VENUE

Your fair needs a home. This usually goes hand in hand with securing your date and time. You also get an indication of your required logistics and overhead costs from booking the venue. Getting a venue through an event partner can waiver or reduce hiring cost.



2

FUNDING AND SPONSORS

No matter how small, there will be costs associated with your fair. Estimate what your required minimum costs are and find potential in-kind or cash sponsors.



3

GET A TEAM

You are the lead on your fair but it helps to have a team to support with planning, implementation and execution. This is particularly useful on the event day. A core of 3 dedicated members should be enough.



4

CALL FOR ACTIVITIES AND ADVERTISE

The quality of your fair depends on what is on offer. You don't need a long list, just a handful of quality exhibitors and activities who can engage your audience. Have a clear brief on your requirements including safety. Start advertising your fair to your target audience.

5

CALL FOR ACTIVITIES AND ADVERTISE

Your fair day is finally here and you don't want to be rushing around. Get volunteers to help with the day's logistics so you can focus on hosting your visitors and exhibitors. Share the experience by taking part in the activities. Most importantly, evaluate.

