Data Collection Timeline Sheet

Three months before the Festival

Begin new instrument identification/development

Identify any event hosts who can help with data collection

Two months before the Festival

Finalize all instruments

Interview field researchers

The month before the Festival

All instruments programmed

All field researchers hired & assigned to data collection events/shifts

Make paper copies of surveys, if needed

Get Festival t-shirts or some other swag for field researchers to wear when collecting data

Buy data collection supplies: clipboards, pens, golf pencils, flashlights & red balloons (for star gazing events)

Mail all surveys and materials out to remote event hosts collecting data and/or field researchers

Confirm all data collection with event hosts; email to introduce event hosts and evaluators so they can make plans for meeting prior to beginning of event

During the Festival	Field researchers trained in 30 minutes prior to first shift; if not possible, training done by phone/webinar
	Field researchers arrive 30 minutes early for each event to meet event host and deal with any final logistics that need sorting out
	If data collected by a field researcher alone, have him/her text/call to check in at beginning of the shift to help solve any logistical surprises AND at end of shift to report number of surveys collected
	Keep a running tally of surveys collected at each event
	For Expos, visit venue early to map out zones for field researchers so they do not cluster/overlap during data collection; assign field researchers to zones; if shift is more than two hours, consider having two zones per shift
Email Survey Data Collection	If possible, send email survey to attendees who registered to attend events; send initial invite and a one-week reminder only
	Survey event hosts and any K12 teachers or scientists on the Friday after their event; send an initial invite, a one-week reminder, and a Past Due reminder two weeks after the event; you can choose how long to keep sending Past Due reminders depending on the audience
One month after the Festival	All survey data collection done
	All data entry done
Two-three months after the Festival	Evaluation report or debrief meeting with Festival team