

SPARK

STEM FEST

Presented
By:



Office of Research

UNIVERSITY OF CENTRAL FLORIDA

Application Form Sneak Peek

1. **Your Contact Info** (Name, Email, Phone) – This is so we can reach you and will not be public.
2. **Proposed Event Title** – The more exciting the better! Make it catchy, thought-provoking, mysterious, or even funny! This is how it will be used in publication.
3. **Event Description** – Make it sound fun! The first sentence should describe what the attendee can expect to learn from your presentation. Subsequent sentences should offer more details about what will be covered and why the reader should attend. This will be used in publication so check for spelling and grammar.
4. **Event Type** – Choose from our list of categories (Hands-on, Performance/Film, Open House/Tour, etc.).
5. **Organizer(s)** – Please list any organizations (including your own) that you would like credited for this event.
6. **Photo Upload** – Include a fun picture or logo (at least 1920x1080) to be used as the featured image on your event listing.
7. **Target Audience** – Choose from: 21+ Only, Adults, Families (Adults and Kids Together), Elementary School, Middle School, High School, College Level, or All Ages.
8. **Is this presentation available in English, Spanish or both?**
9. **Topic** - Choose as many topics as relevant to your activity.
10. **Specify your event date(s) and times** – Must fall within February 1-16 to be included on the form.
11. **Event Venue** – Please be specific with the location.
12. **Pricing Structure** – We encourage offering free or reduced cost events to help cover your operational expenses. Be sure to include ways to purchase tickets in the event description if this is a condition of your event. Include estimated attendance and maximum capacity.
13. **Ticketing and Registration** - If your event requires registration/ticketing, how will you handle it? Consider a ticket for free events as a way for guests to RSVP. This will help capture attendance.
14. **Event Website** – Please be aware that you will need to provide Orlando Science Center with a link to redirect guests to your website or Facebook event to access registration information.
15. **Social Media** – Provide handles to be included in event listing and used by our marketing team to cross-promote the event as part of Spark STEM Fest.