



EVENT HOST FAQS

APPROVED EVENT

Thank you for applying to host a community STEAM event as part of the COSI Science Festival.

We are excited to tell you that your event has been approved to be included in the festival, and can't wait to have you join us for four days of fun and celebration.

Below are a few recommendations and frequently asked questions to consider as you plan to participate. Please review these helpful pieces of information.

WHAT HAPPENS NEXT?

Included with this email is your unique **EVENT ID** and the link to **TWO FORMS**. If you are submitting different events, each will have its own Event Id.

- ▶ Use the Event ID to complete the **FINAL DETAILS FORM**, providing the final, public facing details for your Community STEAM Event.
- ▶ Complete the online **EVENT HOST AGREEMENT** via Adobe sign.

PLEASE COMPLETE BOTH BY MARCH 6, 2026.

NEED HELP WITH YOUR EVENT IDEA?

PLEASE REACH OUT.

- ▶ COSI's Education team is happy to discuss ideas and offer feedback. We can also facilitate connections with local STEAM professionals who have similar interests.
- ▶ For more information, please contact COSISCIFEST@COSI.ORG



MARKETING YOUR EVENT

ONCE YOUR EVENT DETAILS ARE FINALIZED, IT'S TIME TO START EVENT PROMOTION! PLAN FOR MARKETING TO BEGIN NO LATER THAN THE END OF MARCH.

- ▶ COSI will send a Marketing Toolkit to you and your organization's communications team. This toolkit includes promotional materials, strategies, and best practices to help you spread the word about your event and the COSI Science Festival.
- ▶ **IMPORTANT:** While COSI will include Community STEAM Events in its statewide campaign, think of our marketing efforts like a megaphone, amplifying your efforts.
- ▶ Your event's success also depends on your own outreach. Promote your event through your usual channels—social media, newsletters, websites, and more. Have an event calendar? Make sure this event is on it.
- ▶ Your local engagement is essential to driving attendance and making an impact.

