EVENT HOST FAQS ▽

THANK YOU FOR APPLYING TO HOST A COMMUNITY STEAM EVENT AS PART OF THE COSI SCIENCE FESTIVAL.

We can't wait to have you join us for four days of fun and celebration. Please review the information below so that you know what to expect.
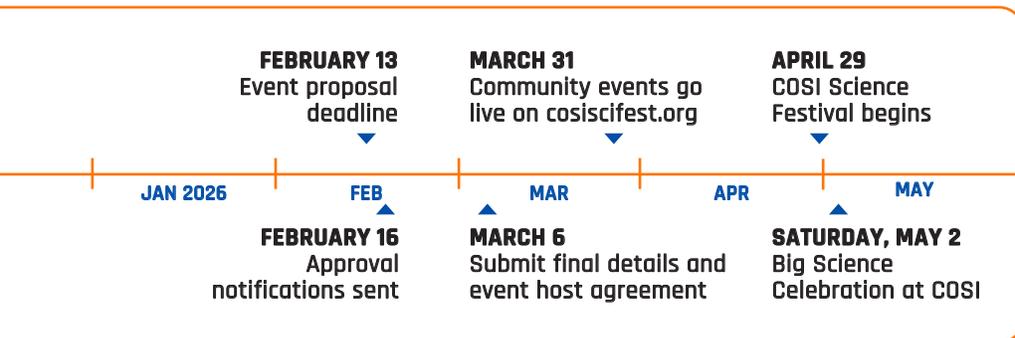
WHAT HAPPENS NEXT?

COSI'S SCIENCE FESTIVAL TEAM WILL REVIEW YOUR APPLICATION. WE WILL REACH OUT WITH ANY QUESTIONS, OR UPON EVENT APPROVAL.

▸ You will receive notification of event approval no later than **February 16, 2026**.

▸ If an event isn't accepted, you will receive recommendations for any necessary changes

IF YOUR EVENT IS APPROVED, WE'LL SEND YOU:

▸ A **FINAL DETAILS FORM** to confirm your event's public-facing information (date, time, location, registration information, etc.).

▸ An online **EVENT HOST AGREEMENT** to sign.

PLEASE COMPLETE BOTH BY MARCH 6, 2026.

FEBRUARY 13
Event proposal deadline ▼

MARCH 31
Community events go live on cosiscifest.org ▼

APRIL 29
COSI Science Festival begins ▼

JAN 2026 — FEB — MAR — APR — MAY

FEBRUARY 16
Approval notifications sent

MARCH 6
Submit final details and event host agreement

SATURDAY, MAY 2
Big Science Celebration at COSI

MARKETING YOUR EVENT

ONCE YOUR EVENT DETAILS ARE FINALIZED, IT'S TIME TO START PROMOTING! MARKETING SHOULD 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. Your local engagement is essential to driving attendance and making an impact.

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**

WHAT WE LOOK FOR IN EVENT PROPOSALS

▸ **SHOW YOUR PASSION:** Your event should reflect your mission and excitement. Every field has something amazing—let's shape it together!

▸ **STEAM FOCUS:** Events must highlight science, tech, engineering, art, and/or math. Interdisciplinary ideas are welcome—build on past wins or try something new.

▸ **EVIDENCE-BASED CONTENT:** Events must be rooted in accurate science. Creative formats are great, but we don't accept pseudoscience or misinformation.

▸ **HOST DUTIES:** You'll handle planning, content, staffing, and costs. We're here to support you!

▸ **EVENT TIMING:** Events should occur during the Festival (April 29–May 2, 2026). Avoid May 2 unless your event ends before the Big Science Celebration at COSI.

▸ **LOCATION:** Most events are in Ohio, but virtual and out-of-state ideas are welcome. Email us to discuss: cosiscifest@cosi.org.

▸ **PUBLIC ACCESS:** Events should be open to the public. Ticketed events are fine. Consider accessibility—transportation, timing, parking, and underserved audiences.

▸ **COST:** Free events are preferred, but paid admission (e.g., museum entry) are also acceptable.

▸ **SHARE FEEDBACK:** We ask hosts to share feedback to help improve future COSI Science Festivals.

▸ **NON-COMMERCIAL SPIRIT:** Overly commercial events may be declined to preserve the COSI Science Festival's educational focus.

▸ **FINAL NOTE:** Festival organizers may decline any event for any reason.