



Organisers' timeline

A British Science Association programme. Registered charity no. 212479 and SC039236.

A comprehensive list of resources, support and deadlines, all available from www.britishscienceweek.org
You may decide to use different timings than the ones here, and some suggestions will not be relevant to everyone.

If you have any questions about this timeline, feel free to email the BSW team at bsw@britishscienceassociation.org.

Good luck!

The BSW team

A long time before (September and October)

Browse the BSW FAQ

- www.britishscienceweek.org/faqs/

Decide roughly what kind of event you'd like to run.

- Read the BSW Guide to running an event (www.britishscienceweek.org/plan/how-to-guides)
- Read case studies of previous BSW events (www.britishscienceweek.org/plan/case-studies)

Decide how you're going to pay for your activities

- Read the BSW Guide to funding (www.britishscienceweek.org/plan/how-to-guides)
- See if you're eligible for one of our BSW grants (www.britishscienceweek.org/plan/grants)

Book speakers

- www.britishscienceweek.org/plan/find-a-presenter

Sometime before (November and December)

Get some activity ideas

- Read the BSW Science on a shoestring guide (www.britishscienceweek.org/plan/how-to-guides)
 - Check out the BSW primary school, secondary school, special educational needs and family activity packs (www.britishscienceweek.org/plan/activity-packs)
 - Download one of the BSW science quizzes (www.britishscienceweek.org/plan/quizzes)
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A short time before (January and February)

Finalise your plans

- Decide on the event's final budget, format, content, venue and timing
- Allocate roles to the people who you need to help organise and deliver the event

Publicise your event/activity

- Read the BSW *Guide to publicity* (www.britishscienceweek.org/plan/how-to-guides)
- Download free marketing materials (www.britishscienceweek.org/plan/bsw-goodies)

Register your event

- Post details on our website (www.britishscienceweek.org/register)

Get involved in some of the British Science Association's other programmes

- The National Science + Engineering Competition (www.nsecuk.org)
 - The CREST Awards programme (www.britishscienceassociation.org/crest-awards)
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