**Organizing a Watch Party for the ERC Perfect Pitch Competition**

Watch parties are a fun and informal way to bring together teams on a major event. In this case, the event is the exciting moment when your ERC contestant presents their “Perfect Pitch” in Washington DC. Here are some general tips for organizing an event around the Perfect Pitch Competition.

**Who to invite and How to Promote your Event**

* Invite ERC teammates, friends, family, and anyone interested in research and technology.
* Post on your own **social media** pages and ask people to share it.
* Find **STEM interest groups** in your area - try searching for STEM groups or local science clubs on Meetup.com, Facebook, and Google. Contact the group coordinators, introduce yourself and the NSF, and ask them to share the event in their group.
* Post on your city/town’s Reddit, Craigslist, or other **local message boards.**
* Call your **neighborhood newspaper** or other local media outlet or submit the event to their online events calendar if they have one.
* Post flyers on your **university’s bulletin board** and ask relevant departments to share with their mailing list.
* Create an Event on Facebook or Meetup and invite attendees to register there so that you have a sense of how many people to expect. Use this to provide updates and reminders before the event.

**Where to host the party**

* Your own home or a friend’s home if only inviting close friends and family.
* A local cafe, pub, restaurant, bar, brewery, etc.
* Your college, university or community center.

**Advance preparation**

* Find out in advance how the milestone moment will be streamed. Look for information on NSF’s ERC website and through social media posts leading up to the event.
* Use [timeanddate.com’s converter tool](https://www.timeanddate.com/worldclock/converter.html) to convert event time to your local time zone, and verify you have the right time. Schedule the event at least a ½ hour before the highlight moment is due to begin. That gives you plenty of time to meet and greet your guests.
* If using a public space, make sure all technical requirements are met: Wi-Fi, projector and screen or large TV connected to the internet, and speakers. If possible, arrange a test at the venue a week prior.
* Plan a “Run of Show”: a schedule of activities for the event to fill the time before and after. If hosting from a stage, arrange for someone to assist you with behind-the-scenes event coordination.
* Be prepared with back-up activities (e.g. discussion topic, games) for breaks between contestant pitches. Although the Competition itself will provide fun filler activities during this time.
* Prepare a backup plan in case of total audiovisual failure., i.e., using a phone to follow Twitter and reading tweets aloud to the crowd works, in a pinch.

**On the Day of the event**

1. Welcome the attendees and give [a brief description of The National](http://www.planetary.org/about/) Science Foundation. Talk about various topics across Engineering Research Centers. Resources: <https://nsf.gov/> and <http://erc-assoc.org/>
2. Enjoy the watch party! Don’t forget to take pictures throughout the event and reach out to us on the @NSF handle with #SciComm, #ERC, #PerfectPitch.
3. When the event is over, thank everyone for coming and give your NSF pitch again; encourage them to sign up for updates.
4. The next day, send your attendees a thank you message or e-mail including a reference to our website and a link to sign up for email.

Tell us about your Watch Party by responding to our social media feed. This helps us track how many people are engaging with their communities nationwide and helps us recognize volunteers like you for their great work. Thanks!