

Check-List for Contact Graduate Student and/or Faculty Member

One week before open house date

- Send an email to students and faculty assigned to your week, and make sure everyone is still OK to be there on the designated day.
- Ask them for contact information (email & mobile phone numbers) in case you need to reach them on the day of the open house.
- Coordinate carpooling and help everyone find a ride to HLCO if they need it.
- Find out their preferences, if any, among the following duties:
 - Work the Meade 16 inch (one person)
 - Work the B&C 16 inch (one person)
 - Work the Dobsonians (2 people)
 - Meet/greet the crowd and talk about objects in the sky and address general questions

One day before the open house

- Send an email to your team reminding everyone about the big day tomorrow.
- Let them know what role is assigned to each member from the list of duties above.
- Tell them when you will make the go/no go call for them (something like “plan to be at the observatory at 6:30 p.m. unless you hear otherwise from me by 3:00 p.m.”). If it is hopelessly cloudy or raining all evening, there is no reason for all the students to go. Faculty and lead student must go regardless of weather conditions.

Day of the open house:

- Arrive at HLCO at least 1 hour before sunset with all keys, regardless of weather conditions
- Open gate at the road, the observatory gate, and the observatory
- Take a quick look around to ensure that things are in order
- Put up the signs for the observatory (there are two) on the road
- Collect or make name badges for students/faculty on duty
- At the end of the evening, coordinate putting everything back in, closing up the telescopes properly, and turning off all lights, Tel-rads etc.

Check List for Staff Graduate Students

- Look for communication from the contact grad per the above list and respond promptly.
- Be aware of night sky objects, interesting facts about them, and any special astronomical events on the night of the open house.
- Arrive at the observatory 30 minutes before sunset, unless otherwise told by contact grad or faculty.
- Help with the opening and shutdown procedures, and with general running of the open house.