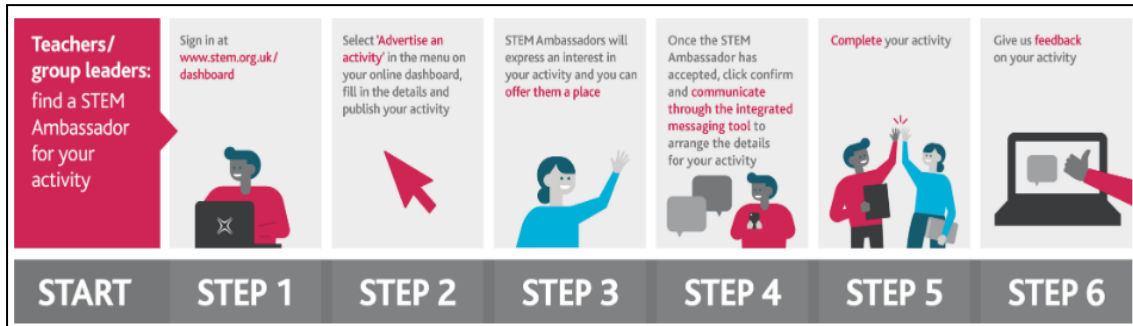


## REQUESTING AN AMBASSADOR

There are some videos and bits of advice on the [STEM Learning website](#), but here's a handy checklist to make sure you've covered everything.



### Before

- Login to your dashboard, navigate to "Activities" > "Advertise an Activity", input all the details and click "Publish" when you're happy
- Check regularly for messages and respond
- Click the "Offer Position" button for each ambassador
- Ambassador(s) accept the position
- Swap email or phone contact details, to make things easier on the day
- Agree how the session run
  - o Who will provide any resources used
  - o Confirm location, timings and travel or parking
- When you've got enough ambassadors click on "Ambassadors Confirmed" (no new ambassadors can sign up)
- Prepare your group
- Plan who will be the main host for the ambassador (and provide them with tea and biscuits!)
- Send the Hub some details, to feature your activity in their ambassador bulletin

### During

- Greet the ambassador, show where the loos are and offer a drink
- Activity set up – do you need spare pencils/ pens/ paper available?
- Support the ambassador: give them tips on good hooks that may help and manage the behaviour of your group

### After

- Help the ambassador pack up (this is a good time to chat through how the activity went)
- Arrange a time for a feedback chat (important if you have another lesson to dash off to)
- Escort the ambassador offsite
- Complete the star rating feedback on the STEM Learning website
- [Email the Hub](#) with any personal feedback

You can always email us if you have any queries: [ambassadors@sciencemuseum.ac.uk](mailto:ambassadors@sciencemuseum.ac.uk)