



Google



_CHECKLIST

_CHECKLIST

FOUR EASY STEPS

- 1 **Party Pre-Work:** event time = 3.5 hours
- 2 **Confirm your event with NFWL:** email emily@womenlegislators.org
- 3 **Invite Teen Girls:** target 25 to 50
- 4 **Plan the day-of your event:** set-up, technology, and facilitation

SUGGESTED PARTY AGENDA

Introduction	10 min.
Hidden Figures Film Viewing	120 min.
Movie Discussion	20 min.
Take a Break!	10 min.
Coding Projects	20 min
Wrap-up	20 min.

1. HIDDEN FIGURES VIEWING AND CODING PARTY PRE-WORK

SECURE A LOCATION:

- Identify the size of party you want to plan. We recommend targeting 25 to 50 teen girls.
- Reach out to your **local library, community center or universities** to secure space that fits the size of your party.

Note: The film runs 2 hours. We recommend scheduling the event for 3.5 hours to allow for introductions, discussion, and coding activity.

- Confirm that the selected venue has Wi-Fi.
- Confirm the logistics of viewing the film at the selected venue.** The movie *Hidden Figures* will be provided to you with a Google Play promo card to view the movie on:
 - Projector/ screen or (15+ attendees)
 - TV screen (1-10 attendees)

SUPPLY DEVICES FOR THE CODING ACTIVITY:

If you don't have a device for every girl,

- Ask participants to bring computers or tablets.
- Encourage girls to **work in pairs**. This will require fewer computers and encourages students to collaborate.
- Ask volunteers to provide computers or tablets for the party.

Note: All of Google's Made with Code activities can be completed on a computer or tablet device.

[OPTIONAL] INVITE A GUEST SPEAKER:

Consider inviting a local female engineer or Computer Science (CS) student to speak about her interest and career in computing.

2. CONFIRM YOUR EVENT WITH NFWL

- Send event date, time, and location to emily@womenlegislators.org.
- Set up a phone call with NFWL to discuss event logistics and so we can answer any questions.
- Receive your swag and materials from NFWL:
 - A facilitation guide
 - Photo release waivers
 - Templates - invite, name tags, certificates of completion (see facilitation guide)
 - Complementary Google Play promo card to watch *Hidden Figures* during the viewing and coding party
 - Google's Made with Code and NFWL tote bags for teen girl attendees

Note: To make the project implementation easier the day of the event, we strongly suggest that you run through the project once. If you would like us to facilitate you through the activity on a call, we can arrange that.

3. INVITE TEEN GIRLS

- Invite teen girls aged 13-18 to your party. The program is suitable for STEM and non-STEM oriented students.

Note: Partner with a local youth organization like Girls on the Run, Girls Scouts, or the Boys and Girls Club to invite teen girls.

- Download invite to send to your participant list.
- Make sure each attendee has this photo waiver signed by a parent or guardian.

Note: NFWL will also market your event on our website and social media. The more information you provide us with, the more we can share on our website, Facebook (@electedwomen), Twitter (@electedwomen), Instagram (@electedwomen), and email blasts.

4. THE DAY-OF YOUR EVENT

SET-UP:

- Provide **name badges** - use this Avery Template to print: U-0119- 01_0805-03_en. Handwritten is great too (see facilitation guide)
- Provide **certificates of completion** - 8.5” x 11” (see facilitation guide)
- Make sure you receive signed **photo release waivers** from attendees (see facilitation guide)
- [Optional] Brain food.** Fuel their minds and keep energy up with healthy snacks. To be provided by event host.

INTRODUCTION (10 MINUTES):

- Introduce yourself and discuss your experience as a woman in public office.
- Include a brief overview of Google’s Made with Code and its partnership with NFWL (see attached script).
- Include a brief introduction to the film (see attached script).

HIDDEN FIGURES FILM VIEWING (2 HOURS):

- Start film.
- While movie is viewed, set-up the space with Wi-Fi connection and devices for the teen girls to complete the coding activity.

MOVIE DISCUSSION (20 MINUTES):

- Use the **facilitation guide** to facilitate a 20-30 minute discussion with the girls, exploring the main themes and important topics highlighted during the film.

Note: Where time is limited, you may send the **discussion guide** home with teen girls.

[OPTIONAL] TAKE A BREAK (10 MINUTES):

CODING PROJECTS (20 MINUTES):

- Using the attached facilitation guide, introduce the girls to Google's Made with Code **Hidden Figures** project and guide them through coding their own message of equality.
- Invite the girls to try **additional coding projects**.
- Invite the girls to watch the **mentor videos** on the Made with Code site.

WRAP-UP (20 MINUTES):

- Share next steps of how girls can continue their journey with code by visiting the **Resources** tab on **MadewithCode.com**.
- Pass out Google's Made with Code and NFWL tote bag and certificate of completion.

[Optional]: Take five minutes to distribute the **survey** link, **do not** collect any personal information from the girls.