Make sure that passing vehicles would not illuminate directly either the zone of telescopes or that of the observation of the sky. If the established site has high luminous contamination it will be possible to observe only the Moon; in that case, make sure that the selected date for the event will permit it. At the area, establish a movement circuit for the visitors in such a way that the entrance flow of people would not cross that of the exit in any point. Therefore, make sure that the access and exit areas are separated. At the food zone, leave an emergency path free and separated from the access of the visitors. Remember that gas installations are frequently used there. As a recommendation, do not select any plaza that is usually employed for political or religious events. Sports areas are excellent for the set up of our events. The next step after selecting the zone is to obtain from the municipal authorities a written permit for the event. Invite them to participate by being responsible for all the commercial, safety and service activities of the selected zone and for all the expenses these shall generate.

Which activities shall we include? Make a list of all the academic, cultural and commercial activities that can form part of the event. As academic activities you can include history and drawings of the constellations, telescope workshop, photographs and videos of the sky, lottery and memorama games with images of the universe, biographies of great astronomers, astronomy workshops with, for example, H-R diagram, drawings of images of the universe, astronomical exhibits, workshops where visitors can talk to an astronomer, information about the law of the sky and the light contamination. Cultural activities may comprise dancing and theater, typical of the region. See that these are carried out in covered spaces.

Prepare tents containing maps of all the activities, the work program and the areas in order to facilitate the circulation between all zones. Identify each work area at the selected place and distribute them making sure that they contain all the logotypes of the participants and the sponsors. Do not distribute any information material in paper form as this only generates a lot of garbage. Identify the collaborators by a piece of clothing of the same color or by a badge. Inquire on the weather forecast at the selected place and advice the visitors and the work equipment on how they should dress.

I wish to share our experience with the events of “Mirando al Cielo” that have been organized at Otumba and Juchitepec. There the workshops and the handling of the telescopes were in charge of the local high school teachers and students, previously trained. This reduced the costs of the event and gave a sense of achievement to the local youths. Staff of Museo de la Luz and Universum museum helped us with the execution of the workshops. They trained the teachers and conducted the workshops at these events.

For the training and carrying out the academic activities we have asked the high school of each place to designate five teachers that would be responsible for the activities. Two of those teachers selected two students for the handling of each one of the telescopes. Another two teachers formed the student teams in charge of describing the sky. There were two students per laser pointer. When selecting this team, our advice is to select the tallest students because when they point the laser, the light shall pass over the heads of the visitors. One of the teachers was designated responsible of all the academic workshops, and formed the teams in charge of them. There were five students per each workshop. Once the workshop teams were formed, we have made a list of all the necessary material and gave it to the responsible of buying it. Before the event, we have verified that we had all the material which was then distributed to those responsible of each workshop.

The cultural and commercial activities were left completely in the hands and under the responsibility of the municipality. We only identified those responsible of each one of these activities, knew their program and established how these activities were going to be connected with the astronomical ones. The complete responsibility for civil protection and public safety were always left in hands of the municipality. We have tried for the whole community to take part in the event, making sure to respect their organization and traditions during the activities we brought to them. An efficient planning beforehand has permitted us to conduct our work in a natural way, thus minimizing the inconveniences during the event.

We are thankful for their collaboration in these events to: UNAM (C. Guzmán, A. Díaz, and B. Vázquez, Museo de la Luz, Instituto de Geofísica, and Universum), Raúl Santeliez, Astronomical Societies, Tlaxcala Planetarium, the Otumba and Juchitepec Municipalities, as well as to Bushnell Company for the donation of the telescopes.