Project Planner

**(Due on December 4, 2017 - Make a copy to customize - File>Make a Copy)**

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| Project Name: | **In Class Presentation** |
| Date: | **April 9 during 7th period**  **April 12 during 6th and 8th period** |
| Location(s): | **California Academy of Mathematics and Science** |
| Description: | The Ladies group organized a series of presentations to bring awareness to their ongoing project to provide access to female hygiene products to underprivileged women and to the consequences and damaging impacts that this issue has caused on our community. |
| Purpose: | **To bring awareness to students about these issues regarding the lack of access to female hygiene products.** |
| Time of Event: | **April 9: 2:30-3:00 PM**  **April 12: 12:45-1:05 PM and 2:30-3:00 PM** |
| # of Guests: | **150 students** |
| Special Guests: |  |
| Materials Needed for Event: | * **Powerpoint presentation** * **Jeopardy interactive** * **Audience Incentive (cookies and juice)** * **Projector** |

**3-4 Months Before the Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Establish planning group and appoint a lead team member. | Mary | March 19 |
| Hold planning meeting for event goals and details (How often? When? Where?). | We held a meeting every week during March to discuss talking points for the presentation and interactive. | April 9 |
| Establish job [responsibilities](https://docs.google.com/document/d/1hyT37yfQO0DKN3yqVRw71jgDdomJhInDgIuL7Z16nTc/edit) (see example) - consider publicity/social media, speakers, photographer, greeters, runners, etc. | Whole Team |  |
| Determine funding and budget (are these school approved?). | Jenin, Marlenne, and Ms. Davis | March 20th |
| Reserve date on key attendees’ calendars. | Mary | March 19 |
| Reserve event space - follow school protocol for reserving space and getting on school calendar. | Whole Team |  |
| Determine date of event and reserve venue. | Whole team |  |
| Confirm speakers and speakers’ needs. | Mary and Marlenne |  |
| Determine guest list - gather contact information (Who are you inviting? How will they be contacted?) | Ms. Davis |  |
| Discuss communication and promotion strategy - how will you publicize and let the audience know? | Nikki and Marlenne | March 21 |
| Website: Add an ‘Events’ page on your Weebly site with information about your event. | Jeannie and Kaili | May 4 |

Notes:

**2-3 Months Before the Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Create and print or email/post on social the save-the-date, invitations, and related materials (i.e. map, etc). | N/A |  |
| Meet with Project Manager and Social Media Manager to discuss promotion. | Hannah, Alexis, Mary, and Marlenne | March 25 |
| Draft program agenda. | Hannah and Kaili | March 23 |
| Determine signage requirements (directional, backdrops, etc.). | Marlenne | March 28 |
| Determine on-site registration procedures, including ushers/volunteers. | N/A |  |
| Book event with caterer and establish preliminary menu / Determine if food will be served. | N/A |  |
| Contact Transportation for parking assistance at your venue. | N/A |  |
| Contact Campus Police for safety and security assistance. | N/A |  |
| Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations. | N/A |  |

Notes:

**4 Weeks Before the Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Arrange for photographer and create a shot list | N/A |  |
| Approve final agenda and run of show. | Mary and Ms. Davis | March 22nd |
| Draft script or talking points for speakers. | Jenin and Nikki | March 20 |
| Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ Girls Build LA staff about your event! #GirlsBuildLA @lapromisefund | Nikki, Marlenne, Hannah |  |
| Meet with vendors on site, follow up on all orders. | N/A |  |
| Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the venue staff for assistance. | N/A |  |
| Prepare event signage. | N/A |  |
| Send electronic invitations. | N/A |  |
| Recruit volunteers to help with setup and clean-up on the day of your event. | Shua |  |

Notes:

**2 Weeks Before the Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Review staffing assignments for day of event. This includes volunteers helping with your event. | Jeannie and Kaili |  |
| Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities. | Kaili |  |
| Meet with caterer on site to discuss setup and final menu. | N/A |  |
| Send out attendance update to planning team/key players. | N/A |  |

Notes:

**1 Week Before The Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Review catering order and headcount. | N/A |  |
| Print programs, name badges, seating charts, place cards, signage, etc. | N/A |  |
| Confirm arrangements with vendors. | N/A |  |
| Create run of show (from set-up to clean-up. | N/A |  |
| Assign 2-3 floaters that will oversee all the different areas of your event and establish communication strategy for the day (texting, walkie talkies, etc.) | N/A |  |

Notes:

**24 Hours Before the Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Contact caterer to verify all arrangements. | N/A |  |
| Confirm security requirements. | N/A |  |
| Ensure tent, chairs, tables, stage, podium are in place. | N/A |  |
| Send reminder email to your volunteers and guests. | Nikki |  |

Notes:

**Day of the Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Begin setup at least 2 hours before your event. This includes setup of chairs, tables, podium, food, water, check-in table, signage, etc. | Whole Team | April 9 and 12 |
| Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times. | Whole Team | April 9 and 12 |
| Check sound and lighting equipment with vendor(s). | N/A |  |
| Ensure space and hook-ups are available for media. | Kaili and Jenin |  |
| Ensure decorations are in place. | Marlenne |  |
| Place water at podium. | N/A |  |

Notes:

**1-3 Days After the Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Write thank you notes to speakers, volunteers, staff and others as appropriate. | N/A |  |
| Complete written evaluation of the event with suggestions for future events. | Mary and Shua |  |
| Coordinate event story and photographs with Social Media Manager. | Marlenne and Hannah |  |
| Make sure all vendors are paid. | Ms. Davis | April 12 |
| Add images to the website. | Alexis | May 4th |
| Write up a description about the event for the website. | Alexis and Jeannie | May 1st |

Notes: