Project Planner

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

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| Project Name:  | **STEM Symposium** |
| Date:  | **Presentation: February 24** |
| Location(s): | **California Academy of Mathematics and Science** |
| Description:  | As a part of the first annual STEM Symposium, the Ladies group will present their issue based on the lack of female hygiene products to underprivileged women in the Long Beach/Carson area. |
| Purpose: | **To bring awareness to students and adults about the ongoing issue of the necessity of affordable, if not free, female hygiene products for underprivileged women.** |
| Time of Event: | **February 24****10 AM-12 PM** |
| # of Guests:  | **100 students and teachers** |
| Materials Needed for Event: | * **Presentation board**
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**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. | Shua  | January 8 |
| Hold planning meeting for event goals and details (How often? When? Where?). | We held a meeting every week throughout January and February for around 40 minutes to discuss ongoing status of project. | February 24 |
| Establish job [responsibilities](https://docs.google.com/document/d/1hyT37yfQO0DKN3yqVRw71jgDdomJhInDgIuL7Z16nTc/edit) (see example) - consider publicity/social media, speakers, photographer, greeters, runners, etc. | Entire team |  |
| Determine funding and budget (are these school approved?). | N/A |  |
| Reserve date on key attendees’ calendars. | N/A |  |
| Reserve event space - follow school protocol for reserving space and getting on school calendar.  | N/A |  |
| Determine date of event and reserve venue. | Whole team  |  |
| Confirm speakers and speakers’ needs.  | Alexis, Hannah, Kaili, Jeannie, Shua |  |
| Determine guest list - gather contact information (Who are you inviting? How will they be contacted?) | N/A |  |
| Discuss communication and promotion strategy - how will you publicize and let the audience know? | N/A |  |
| Website: Add an ‘Events’ page on your Weebly site with information about your event. | Jeannie and Kaili |  |

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. | Mary, Nikki, Kaili, Hannah, Alexis, Jeannie, and Shua | February 10 |
| Draft program agenda. | N/A |  |
| Determine signage requirements (directional, backdrops, etc.). | Alexis and Hannah | February 12 |
| 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. | Mary and Shua | February 15 |
| Draft script or talking points for speakers.   | Hannah and Kaili | February 18 |
| 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 | Jeannie |  |
| 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. | Hannah |  |

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. | N/A |  |
| Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities. | N/A |  |
| 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. | Shua |  |

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**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  | February 24 |
| Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times. | Whole Team  | February 24 |
| Check sound and lighting equipment with vendor(s).  | N/A |  |
| Ensure space and hook-ups are available for media. | Jeannie | February 24 |
| Ensure decorations are in place. | Kaili and Shua | February 24 |
| 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. | Shua and Jeannie | February 27 |
| Complete written evaluation of the event with suggestions for future events. | Mary and Nikki | February 27 |
| Coordinate event story and photographs with Social Media Manager. | Marlenne | February 27 |
| Make sure all vendors are paid. | N/A |  |
| Add images to the website. | Jenin and Kaili | May 4th  |
| Write up a description about the event for the website. | Kaili and Nikki | May 1st  |

Notes: