

Calendar

	Aug-08	day	Sep-08	day	Oct-08	day	Nov-08	day
Event General								
<i>Venue</i>	Decide upon venue, date(s), times		Contact venue and settle venue arrangements				Contact venue and settle venue arrangements- working on it	
<i>Contest Theme</i>			Theme Settled - Water Usage and Conservation	when does school start?		1st		
<i>Event Day Architecture</i>			Depends on student/committee input and chosen theme					
<i>MC</i>								
<i>Catering</i>	depends on venue						Met with Marla - catering	25
<i>AV</i>	depends on venue							
<i>Photography</i>								
<i>Signage</i>								
<i>College/Career Info.</i>	Ron T - contact colleges requesting their participation next year						Met w/Mitch Fry - facilities	25
<i>Registration</i>								
Sponsorship								
<i>Recruit sponsors</i>	Set goals for sponoship based on 2009 competition budget		Depends on sponsorship goals				Natasha working on sponsorships	
<i>Prizes sponsored</i>	In addition to trophies, companies will provide cool gifts to teams winning at different levels							
<i>Other gifts for teams</i>								

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Marketing/PR								
<i>Target List</i>	compleie list of coaches, students, potential sponsors, gaming companies						Dianna created ogpc Post Card to give to Saturday Academy and Place in Game Crazy stores	
<i>Save the Date</i>			Announce Date of 2009 ogpc, buld suspense by withholding details of theme/platform	when does school start?	Announced Save the Date 30			
<i>Other Promo</i>			Contact schools/teachers ?					
<i>Newsletter(s)</i>			Should TechStart produce a Newsletter?					
<i>Advertising</i>								
<i>Email promos</i>								
<i>Pre-event News Release</i>								
<i>Post event follow-up</i>								
Event Volunteers								
<i>Recruit</i>			Ask last year's coaches, judges and volunteers if they will re-commit to 2009		Pursue additional volunteers - special event.		Pursue additional volunteers - special event.	
<i>Manage</i>			Chris owns		Dianna owns		Dianna owns	
<i>Train</i>								
Judges								
<i>Recruit</i>			Ask last year's coaches, judges and volunteers if they will re-commit to 2009		Ask last year's coaches, judges and volunteers if they will re-commit to 2009		Ask last year's coaches, judges and volunteers if they will re-commit to 2009	
<i>Manage</i>			Chris owns		Chris owns		Chris owns	
<i>Train</i>								
Event Day - May 16								
<i>Set-up</i>								
<i>Registration</i>								
<i>AV/Presentation</i>								
<i>Décor/signs/info</i>								

Calendar

	Dec-08	day	Jan-09	day	Feb-09	day	Mar-09	day
Event General								
Venue	Venue - Secured Chemeketa Community College							
Contest Theme			Theme to be announced in conjunction with opening of registration - Reg opened in December		Final details of Challenge should go out - Post on web page	21		
Event Day Architecture			Meeting with Mitch - Room Assignments	27	Work on Room Assignments with Mitch - semi-finalize	27		
MC			MC - Who?????					
Catering	Catering Set - just need to confirm final numbers May 8, 2009							
AV								
Photography								
Signage					Work on signage with Mitch, Ron & Cathy S	27		
College/Career Info.			Speakers - ask Chris if he has list of game companies for speakers					
Registration	Online Registration Opened	25	Suggested Registration Opening	19	Link to Game Concept and other important doc on web	13	Registration Closes	16th
Sponsorship								
Recruit sponsors			Natasha has secured one Sponsor	12				
Prizes sponsored			Get quote from at least one other trophy vendor Contacted Ribbon Specialities for trophy quote & ribbons for participants - should have quote soon	30 22				
Other gifts for teams			Stickers instead of buttons Check out possibility of ribbons for participants	30				

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	Dec-08	day	Jan-09	day	Feb-09	day	Mar-09	day
Marketing/PR								
Target List	Mailing will not be possible unless it goes with OUS mailing				Final details of Challenge should go out - Post on web page	21		
Save the Date								
Other Promo					Who, what, where, when???	6		
Newsletter(s)					Day of Event packets			
Advertising	12/16 Ordered promotional cards with Registration Info Received cards 12/19Left some cards at Game Crazy		Take promo cards to schools (or send) - Cards have gone out to several places	throughout the month	Update ogpc web page with links needed Continue to distribute promo cards to schools	13		
Email promos	Sent 2 email blasts early and mid December	17 30	Send out new Blasts and other emails to new list	13	Send out reminder Blasts and other emails	13		
Pre-event News Release								
Post event follow-up								
Event Volunteers								
Recruit	Continue to pursue additional volunteers - special event.		Compile list of volunteers - for day of event		Start calling for volunteers for day of event	27	Start calling for volunteers for day of event	
Manage	Dianna owns		Dianna owns		Dianna owns		Dianna owns	
Train								
Judges								
Recruit	Chris is working on judges				Broadcast emails to recruit judges	1		
Manage	Chris owns				Complete review and editing of Judging Manual	1		
Train							Set judges training - (likely via teleconferences)	15
Event Day - May 16								
Set-up								
Registration					How will it be handled??			
AV/Presentation								
Décor/signs/info								

	Apr-09	day	May-09	day	Jun-09	day	
Event General							
<i>Venue</i>							
<i>Contest Theme</i>							
<i>Event Day Architecture</i>	Finalize Room Assignments with Mitch	3	Day of Contest	16			
<i>MC</i>							
<i>Catering</i>				Confirm final numbers to Marla - Northwest Innovations	8		
<i>AV</i>							
<i>Photography</i>							
<i>Signage</i>	Fianalize signage with Mitch, Ron & Cathy S	4					
<i>College/Career Info.</i>							
<i>Registration</i>	Game Concept Due	24					
Sponsorship							
<i>Recruit sponsors</i>							
<i>Prizes sponsored</i>							
<i>Other gifts for teams</i>							

	Apr-09	day	May-09	day	Jun-09	day	
Marketing/PR							
Target List							
Save the Date							
Other Promo							
Newsletter(s)							
Advertising							
Email promos							
Pre-event News Release							
Post event follow-up							
Event Volunteers							
Recruit	Finalize volunteers for day of event	15					
Manage	Volunteer assignments	24					
Train	Start volunteer training	30					
Judges							
Recruit							
Manage	First cut at judging assignments (categories, HS/MS)	15	Finalize Judging scoresheets Print scoresheets and other packet info for event Chris put down the 15th, but I think this is on the late side	15			
Train			Complete Judge training	1			
Event Day - May 16							
Set-up			6AM - Volunteers arrive to set up	16th			
Registration							
AV/Presentation							
Décor/signs/info							