

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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	Aug-08	day	Sep-08	day	Oct-08	day	Nov-08	day
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			
<i>Other Promo Newsletter(s)</i>			Contact schools/teachers ? 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 Train</i>			Chris owns		Dianna owns		Dianna owns	
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 Train</i>			Chris owns		Chris owns		Chris owns	
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								
<i>Venue</i>								
<i>Contest Theme</i>			Theme to be announced in conjunction with opening of registration					
<i>Event Day Architecture</i>					Work on Room Assignments with Mitch			
<i>MC</i>								
<i>Catering</i>								
<i>AV</i>								
<i>Photography</i>								
<i>Signage</i>					Work on signage with Mitch, Ron & Cathy S			
<i>College/Career Info.</i>			Speakers - ask Chris if he has list of game companies for speakers					
<i>Registration</i>	Online Registration Opened	25	Suggested Registration Opening	19			Suggested: Registration Close	16th
Sponsorship								
<i>Recruit sponsors</i>			Natasha has secured a Sponsor	12				
<i>Prizes sponsored</i>								
<i>Other gifts for teams</i>								

Calendar

	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				Details of Challenge should go out	??		
Save the Date								
Other Promo Newsletter(s)								
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		Update ogpc web page with links needed			
Email promos	Sent 2 email blasts early and mid December		Send out new Blasts and other emails to new list					
Pre-event News Release								
Post event follow-up								
Event Volunteers								
Recruit	Continue to pursue additional volunteers - special event.		Continue to pursue additional volunteers - special event.					
Manage Train	Dianna owns		Dianna owns					
Judges								
Recruit	Chris is working on judges							
Manage Train	Chris owns							
Event Day - May 16								
Set-up								
Registration								
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>			Day of Contest	16			
<i>MC</i>							
<i>Catering</i>							
<i>AV</i>							
<i>Photography</i>							
<i>Signage</i>							
<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							
<i>Target List</i>							
<i>Save the Date</i>							
<i>Other Promo</i>							
<i>Newsletter(s)</i>							
<i>Advertising</i>							
<i>Email promos</i>							
<i>Pre-event News</i>							
<i>Release</i>							
<i>Post event follow-up</i>							
Event Volunteers							
<i>Recruit</i>							
<i>Manage</i>							
<i>Train</i>							
Judges							
<i>Recruit</i>							
<i>Manage</i>							
<i>Train</i>							
Event Day - May 16							
<i>Set-up</i>			6AM - Volunteers arrive to set up	16th			
<i>Registration</i>							
<i>AV/Presentation</i>							
<i>Décor/signs/info</i>							