

	Aug-08	day	Sep-08	day	Oct-08	day	Nov-08	day	Dec-08	day	Jan-09	day
Event General												
Venue	Decide upon venue, date(s), times		Contact venue and settle venue arrangements				Contact venue and settle venue arrangements- working on it					
Contest Theme			Theme Settled - Water Usage and Conservation	when does school start?		1st					Theme to be announced in conjunction with opening of registration	
Event Day Architecture			Depends on student/committee input and chosen theme									
MC												
Catering	depends on venue						Met with Marla - catering	25				
AV	depends on venue											
Photography												
Signage												
College/Career Info.	Ron T - contact colleges requesting their participation next year						Met w/Mitch Fry - facilities	25			Speakers	
Registration									Online Registration Opened	25	Suggested Registration Opening	19
Sponsorship												
Recruit sponsors	Set goals for sponoship based on 2009 competition budget		Depends on sponsorship goals				Natasha working on sponsorships					
Prizes sponsored	In addition to trophies, companies will provide cool gifts to teams winning at different levels											
Other gifts for teams												
Marketing/PR												
Target List	comple list of coaches, students, potential sponsors, gaming companies						Dianna created ogpc Post Card to give to Saturday Academy and Place in Game Crazy stores		Mailing will not be possible unless it goes with OUS mailing			
Save the Date			Announce Date of 2009 ogpc, build suspense by withholding details of theme/platform	when does school start?	Announced Save the Date							
Other Promo			Contact schools/teachers ?									
Newsletter(s)			Should TechStart produce a Newsletter?									
Advertising												
Email promos												
Pre-event News Release												
Post event follow-up												
Event Volunteers												
Recruit			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.		Continue to pursue additional volunteers - special event.		Continue to pursue additional volunteers - special event.	
Manage			Chris owns		Dianna owns		Dianna owns		Dianna owns		Dianna owns	
Train												
Judges												
Recruit			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		Chris is working on judges			
Manage			Chris owns		Chris owns		Chris owns		Chris owns			
Train												
Event Day - May 16												
Set-up												
Registration												
AV/Presentation												
Décor/signs/info												

	Feb-09	day	Mar-09	day	Apr-09	day	May-09	day	Jun-09	day
Event General										
Venue										
Contest Theme										
Event Day Architecture							Day of Contest	16		
MC										
Catering										
AV										
Photography										
Signage										
College/Career Info.										
Registration			Registration Closes	16th	Game Concept Due	24				
Sponsorship										
Recruit sponsors										
Prizes sponsored										
Other gifts for teams										
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										
Manage										
Train										
Judges										
Recruit										
Manage										
Train										
Event Day - May 16										
Set-up							6AM - Volunteers arrive to set up	16th		
Registration										
AV/Presentation										
Décor/signs/info										