

	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09
<b>Event General</b>										
Venue	Decide upon venue, date(s), times	Contact venue and settle venue arrangements								
Contest Theme		Ping Students for input on theme	Theme Settled			Theme announced in conjunction with opening of registration				
Event Day Architecture		Depends on student/committee input and chosen theme								
MC										
Catering	depends on venue									
AV	depends on venue									
Photography										
Signage										
College/Career Info.	Ron T - contact colleges requesting their participation next year									
Registration						Registration Opens	19th	Registration Closes	13th	
<b>Sponsorship</b>										
Recruit sponsors	Set goals for sponsorship based on 2009 competition budget	Depends on sponsorship goals								
Prizes sponsored	In addition to trophies, companies will provide cool gifts to teams winning at different									
Other gifts for teams										
<b>Marketing/PR</b>										
Target List	compile list of coaches, students, potential sponsors, gaming companies									
Save the Date		Announce Date of 2009 ogpc, build suspense by withholding details of theme/platform								
Other Promo		Contact schools/teachers?								
Newsletter(s)		Should TechStart produce a Newsletter?								
Advertising										
Email promos										
Pre-event News Release										
Post event follow-up										
<b>Event Volunteers</b>										
Recruit		Ask last year's coaches, judges and volunteers if they will re-commit to	Pursue additional volunteers - special event.							
Manage										
Train										
<b>Judges</b>										
Recruit		Ask last year's coaches, judges and volunteers if they will re-commit to	Pursue additional volunteers - special event.							
Manage										
Train										
<b>Event Day - May 16</b>										
Set-up									6AM - Volunteers arrive to set up	16th
Registration										
AV/Presentation										
Décor/signs/info										