

Calendar

| | Feb-09 | day | Mar-09 | day | Apr-09 | day | May-09 | day |
|-------------------------------|---|------------|---------------------|------------|---|------------|--|------------|
| Event General | | | | | | | | |
| <i>Venue</i> | | | | | | | | |
| <i>Contest Theme</i> | Final details of Challenge should go out - Post on web page | 21 | | | | | | |
| <i>Event Day Architecture</i> | Work on Room Assignments with Mitch - semi-finalize | 27 | | | 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> | Work on signage with Mitch, Ron & Cathy S | 27 | | | Fianalize signage with Mitch, Ron & Cathy S | 4 | | |
| <i>College/Career Info.</i> | | | | | | | | |
| <i>Registration</i> | Link to Game Concept and other important doc on web | 13 | Registration Closes | 16th | Game Concept Due | 24 | | |
| Sponsorship | | | | | | | | |
| <i>Recruit sponsors</i> | | | | | | | | |
| <i>Prizes sponsored</i> | | | | | | | | |
| <i>Other gifts for teams</i> | | | | | | | | |

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|---------------------------|--|-------------------|--|-----------|--|-----|--|------|
| Marketing/PR | | | | | | | | |
| Target List | Final details of Challenge should go out - Post on web page | 21 | | | | | | |
| Save the Date | | | | | | | | |
| Other Promo | Who, what, where, when??? | 6 | Who, what, where, when??? | 1 | | | | |
| Day of Event packets | | | Day of Event packets | | | | | |
| Newsletter(s) | | | | | | | | |
| Advertising | Update ogpc web page with links needed Continue to distribute promo cards to schools | 13 | | | | | | |
| Email promos | Send out reminder Blasts and other emails Sending out another reminder blast - Feb 17 or 18 | 13 17 or 18 | | | | | | |
| Pre-event News Release | | | | | | | | |
| Post event follow-up | | | | | | | | |
| Event Volunteers | | | | | | | | |
| Recruit | Start calling for volunteers for day of event | 27 | Continue calling for volunteers for day of event | 1 thru 30 | Finalize volunteers for day of event | 15 | | |
| Manage | Dianna owns | | Dianna owns | | Volunteer assignments | 24 | | |
| Train | | | | | Start volunteer training | 30 | | |
| Judges | | | | | | | | |
| Recruit | Broadcast emails to recruit judges | 1 | | | | | | |
| Manage | Complete review and editing of Judging Manual | 1 | | | 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 | Chris owns | | Set judges training - (likely via teleconferences) | 15 | | | Complete Judge training | 1 |
| Event Day - May 16 | | | | | | | | |
| Set-up | | | | | | | 6AM - Volunteers arrive to set up | 16th |
| Registration | How will it be handled?? | | | | | | | |
| AV/Presentation | | | | | | | | |
| Décor/signs/info | | | | | | | | |