

Calendar

	Feb-09	day	Mar-09	day	Apr-09	day	May-09
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
<i>MC</i>							
<i>Catering</i>							Confirm final numbers to Marla - Northwest Innovations
<i>AV</i>							
<i>Photography</i>							
<i>Signage</i>	Work on signage with Mitch, Ron & Cathy S	27			Finalize 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 - DONE	21					
Save the Date							
Other Promo	Who, what, where, when???	6	Who, what, where, when???	1			
Newsletter(s)	Day of Event packets		Day of Event packets				
Advertising	Update ogpc web page with links needed Continue to distribute promo cards to schools - Need to print more cards??	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 - Had a few volunteers at Spring Conference - still working on this	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
Train	Chris owns		Set judges training - (likely via teleconferences) - Chris	15			Complete Judge training
Event Day - May 16							
Set-up							6AM - Volunteers arrive to set up
Registration	How will it be handled??						
AV/Presentation							
Décor/signs/info							
NEW - Radios for event			Reserved Radios - Day Communications	2			