

Event Logistics			Recruiting Outreach			Session Planning		
Description	Due Date	Budget	Description	Due Date	Budget	Description	Due Date	Budget
Contact JHU -- coordinate with Julia Gumminger -- Jo talked with her 1/6/09	ongoing					Timeline for the day	23-Jan	
Reserve Rooms - done; need more session space?			Identify targets	30-Jan		Confirm desired number of sessions; current classrooms 4	5-Jan	
>> Hoffman Hall	done		>> ODE TAG person	done		Brainstorm session topics/leaders	20-Jan	
>> Smith MU - 326 (12) 327 (40-60) 328 (30-40) 329 (30-40) 333 (60-80)	done		>> School District TAG Coordinators - actually regional	done		Contact session leaders	21-Jan	
Catering			>> OST organizations			Confirm session leaders	14-Feb	
>> Menu	20-Mar		>>> Saturday Academy			Complete session descriptions for PR & program	17-Feb	
>> Reservation	1-Mar		Specify programmatic aid	26-Jan		Draft program	1-Mar	
>> Head Count	30-Mar		>> Scholarships			Identify session resources -- more than classroom?	1-Mar	
Staffing - Point Person	Soon		>> Transportation			Acquire session resources	30-Mar	
>> Signage	30-Mar		Develop recruiting materials (needs session descriptions; leaders?)	13-Feb		Final program info to CTY	13-Mar	
>> Troubleshooter	15-Mar		>> Educators			Final session materials to CTY for copying	20-Mar	
>> Volunteer Coord	1-Mar		>> Students					
>> Runner/Guides			>> Parents					
>>> Job Descriptions	1-Mar		Distribute Materials - CTY does at least some	23-Feb				
>>> Talk to Admissions	15-Feb		>> Web					
>>> Talk to student IEEE	15-Feb		>> Print					
Registration								
>> Complete	18-Mar							
Guest Support								
>>Packet and program info to CTY	1-Mar							
>>Parking policy/arrangement?								