**Project/Event Planner**

|  |  |
| --- | --- |
| Event Name:  | **Girls Build Conference- College/Career Fair; Workshops** |
| Date:  | **April 26, 2019** |
| Location(s): | **Sylmar Charter High School** |
| Description:  | **College/Career Fair - representatives will provide information about their programs and career pathways.** **Workshops- 11th and 12th grade students will attend 3 workshops of their choice (Female Empowerment, Civic Engagement, College Focus, or Skill-building)** |
| Purpose: | **The purpose of the event is to empower students by encouraging them to advocate for themselves and the community, and to also provide them with leadership skills for success in their personal endeavors.**  |
| Time of Event: | **College Fair: Periods 2, 3, 4 and open during lunch time****Workshops: Periods 1-6** |
| # of Guests:  | **College Fair: Open to all grade levels (1,545 students)****Workshops: 11th and 12th grade English classes will be invited** |
| Special Guests:  | **People to contact/invite:** **Women Empowerment (Women of Impact, El Cariso Park, Women and Girls Initiative)****Civic Engagement (Invite Alex Padilla, Tony Cardenas, Kelly Gonez, Monica Garcia)****College Workshops (STEM, Women in Engineering, Microsoft CSUN)****Skill-building workshops (Finances, Health/Fitness, etc)** |
| Materials Needed for Event: | **Flyers for Event, Paper to print.** **College Fair: Participation Cards for College Fair, Box to collect participation cards, Stamps for Participation Cards, Tape, Prizes for College Fair, Laminating sheets for posters (ASB posters), Volunteer Name Tags, snacks and water for representatives****Workshops: Sign-In Sheets for Workshops, Feedback Survey for Workshops (paper or online), snacks and water for presenters, Pens** |

**3-4 Months Before the Event**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible**  | **Due Date** |
| Establish planning group and appoint a lead team member. | Alondra | 12/14/18 |
| Hold planning meeting for event goals and details (How often? When? Where?). | Erika | 1/11/19 |
| Establish job [responsibilities](https://docs.google.com/document/d/1hyT37yfQO0DKN3yqVRw71jgDdomJhInDgIuL7Z16nTc/edit) (see example) - consider publicity, spokesperson, photographer, greeters, runners, etc. | Erika | 1/11/19 |
| Determine funding and budget (are these school approved?). | Guadalupe | 1/18/19 |
| Reserve date on key attendees’ calendars. | Alondra | 1/18/19 |
| Reserve event space - follow school protocol for reserving space and getting on school calendar.  | Alondra | 12/14/18 |
| Determine date of event and reserve venue. | Alondra | 12/14/18 |
| Confirm speakers and speakers’ needs.  | Aurid | 1/31/19 |
| Determine guest list - gather contact information (Who are you inviting? How will they be contacted?) | Aurid | 12/14/18 |
| Discuss communication and promotion strategy - how will you publicize and let the audience know? | Katherine | 1/11/18 |
| Website: Add an ‘Events’ page on your Weebly site with information about your event. | Alondra | 12/14/18 |
|  |  |  |

Notes:

Contact Organizations/Representatives for Workshops (Assign people to contact), finalize presenters by the end of January

Draft letter for food and other donations, reach out to the community for donations (assign)

Already reserved: Spartan Hall, Library, Classrooms- Rm 75, Rm 60, Rm 116 (?)

**2-3 Months Before the Event**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible**  | **Due Date** |
| Create and print or email save-the-date cards, invitations, and related materials (i.e. map, etc). | Tania | 2/22/19 |
| Meet with Project Manager and Social Media Manager to discuss publicity. | Margarita | 2/22/19 |
| Draft program agenda. | Margarita | 2/15/19 |
| Determine signage requirements (directional, backdrops, etc.). | Tania | 2/15/19 |
| Determine on-site registration procedures, including ushers. | Erika | 2/15/19 |
| Book event with caterer and establish preliminary menu / Determine if food will be served. | Guadalupe | 2/8/19 |
| Contact Transportation for parking assistance at your venue. | Alondra | 2/8/19 |
| Contact Campus Police for safety and security assistance. | Alondra | 2/8/19 |
| Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations. | Guadalupe | 3/1/19 |

Notes:

Create Workshop Descriptions, create ways for students to sign up

Classroom presentations for students to sign up for workshops

Reserve parking lot for representatives (Biotech parking lot)

**4 Weeks Before the Event**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible**  | **Due Date** |
| Arrange for photographer. | Joselyn/Doris | 2/15/19 |
| Approve final agenda and run of show. | Alondra | 3/8/19 |
| Draft script or talking points for speakers.  | Margarita | 3/8/19 |
| Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ Girls Buildstaff about your event! #GirlsBuild @lapromisefund | Margarita | 2/15/19 |
| Meet with vendors on site, follow up on all orders.  | Guadalupe | 3/22/19 |
| Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the venue staff for assistance. | Aurid | 3/22/19 |
| Prepare event signage.  | Tania | 2/15/19 |
| Send electronic invitations. | Aurid | 2/15/19 |
| Recruit volunteers to help with setup and clean-up on the day of your event. | Aurid | 3/8/19 |

Notes:

Submit Poster Request Form to ASB- Person Responsible: Graphic Designer- Due Date: February 15

Laminate Posters- Person Responsible: Graphic Designer- Due Date: March 8

Recruit volunteers for day of the event- Evergreen students (set up), A-G Lead Counselor, Specialist, interns, etc.

Assign Workshops to members (overseeing workshop)

**2 Weeks Before the Event**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible**  | **Due Date** |
| Review staffing assignments for day of event. This includes volunteers helping with your event. | Aurid | 4/5/19 |
| Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities. | Alondra | 4/5/19 |
| Meet with caterer on site to discuss setup and final menu. | Guadalupe | 4/5/19 |
| Send out attendance update to planning team/key players. | Erika | 4/5/19 |

Notes:

**1 Week Before The Event**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible**  | **Due Date** |
| Review catering order and headcount. | Guadalupe | 4/12/19 |
| Print programs, name badges, seating charts, place cards, signage, etc.  | Tania | 4/12/19 |
| Confirm arrangements with vendors. | Alondra | 4/12/19 |
| Create run of show (from set-up to clean-up. | Erika | 4/12/19 |
| Assign 2-3 floaters that will oversee all the different areas of your event and establish communication strategy for the day (texting, walkie talkies, etc.) | Alondra | 4/12/19 |

Notes:

**24 Hours Before the Event**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible**  | **Due Date** |
| Contact caterer to verify all arrangements. | Guadalupe | 4/24/19 |
| Confirm security requirements.  | Alondra | 4/24/19 |
| Ensure tent, chairs, tables, stage, podium are in place.  | Aurid | 4/24/19 |
| Send reminder email to your volunteers and guests. | Aurid | 4/24/19 |

Notes:

**Day of the Event**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible**  | **Due Date** |
| Begin setup at least 2 hours before your event. This includes setup of chairs, tables, podium, food, water, check-in table, signage, etc. | Erika | 4/26/19 |
| Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times. | Aurid | 4/26/19 |
| Check sound and lighting equipment with vendor(s).  | Tania | 4/26/19 |
| Ensure space and hook-ups are available for media. | Joselyn/Doris | 4/26/19 |
| Ensure decorations are in place. | Aurid | 4/26/19 |
| Place water at podium. | Erika | 4/26/19 |

Notes:

Boxes for different station set-up:

Prize Table: Prize wheel, dry erase markers, prizes/swag,

College Fair: Participation Cards, Stamps for Representatives, Extra Rolls of Tape

Representatives: Snacks, Water, Coffee, Utensils, Napkins, Cups, Plates

**1-3 Days After the Event**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible**  | **Due Date** |
| Write thank you notes to speakers, volunteers, staff and others as appropriate. | Margarita/Janett | 4/29/19 |
| Complete written evaluation of the event with suggestions for future events. | Aurid | 4/30/19 |
| Coordinate event story and photographs with Social Media Manager. | Margarita/Katherine | 4/29/19 |
| Make sure all vendors are paid. | Guadalupe | 4/30/19 |
| Add images to the website. | Alondra | 4/30/19 |
| Write up a description about the event for the website. | Margarita | 4/29/19 |

Notes: