

PRE PRESENTATION

Item	Date Start	Date Complete	Who is Responsible	Notes
Grey = Complete				
Yellow = Complete before class presentation				
Meet with LISSA	2017-01-30	2017-01-30	Sara and Leah	Discuss partnership
Preliminary budget outline	2017-01-25	2017-01-30	Amy	Originally made for LISSA meeting, will update throughout project
Email Sophia about using Henderson Hall / Atrium	2017-01-25	2017-02-01	Leah	
Email Clara - introduction	2017-01-25	2017-02-01	Jen	
Contact Clara - set up recording / interview to pre-record for class	2017-02-01	2017-02-08	Jen	Need to verify what type of equipment is being used/ what time specifically she will be needed.
Make list for timeline items	2017-02-08	2017-02-15	All	
Make list of potential speakers for panel	2017-01-25	2017-02-08	All	
Contact ITS about video chat with Clara	2017-02-05	2017-02-08	Jen	Blue Jeans
Find sources for suggested readings	2017-01-25	2017-02-22	Sara	Need to send out to classmates by Feb 22
Create template for proposal	2017-01-25	2017-02-15	Jen	
Draft list of questions for Clara to answer during interview / presentation in class	2017-02-05	2017-02-22	All	
Create draft grant application	2017-02-05	2017-02-15		
Trivia / class participation	2017-02-08	2017-02-22	All	
Create draft critical path for event planning	2017-02-04	2017-02-22	Amy	Ongoing
Create Scalar, update, etc.	2017-02-01	2017-02-28	Leah	
Create and update pre-presentation timeline	2017-01-25	2017-03-01	Amy	
Talk to FLIF about partnership	2017-02-15	2017-02-22	Jen	

PRE PRESENTATION

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Put event planning documents on Scal	2017-02-15	2017-02-22	Amy	
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PRE PRESENTATION

POST PRESENTATION

Item	Date Start	Date Complete	Who is Responsible	Notes	Results / Decisions Made
March					
Meet with LISSA / other student group for partnerships to apply for GSA Grant	2017-03-02	2017-04-01	Leah		
Talk to Shout Out for Libraries Radio group about marketing (Clara interview)	2017-03-02	2017-04-12	Jen		
Check ethics requirements to have Clara's interview on radio show	2017-03-02	2017-03-31	Amy		
April					
Create list of discussion topics to send to speakers	2017-03-02	2017-03-31	Sara		
Apply for GSA Grant with LISSA or FLIF	2017-04-01	2017-04-30	Jen	Funding opens April 1; This item is dependent on whether or not LISSA or FLIF want to partner with us	
Create package of event plan and documents to pass along to new LISSA or FLIF board	2017-03-02	2017-04-30	Amy	Necessary in the event that LIS 598 (INT) students are not able to continue participating in the event throughout the summer and/or fall. This is just a precautionary measure.	
<i>All items after April 30, 2017 are dependent on whether or not we are able to confirm a partnership and obtain funding for the event</i>					
May					
Update Scalar	2017-05-01	2017-05-15	Leah		
Create marketing plan	2017-05-01	2017-05-15	Amy		
Contact speakers	2017-05-01	2017-05-31	Jen		
Contact artists	2017-05-01	2017-05-31	Jen		
June					
Contact caterer, get estimate	2017-06-01	2017-06-15	Amy		
Book caterer	2017-06-16	2017-06-30	Amy		
Contact SU for AV rentals, get estimate if need be	2017-06-01	2017-06-15	Leah		

POST PRESENTATION

Book AV rentals	2017-06-16	2017-06-30	Leah		
Contact Indigenous leaders for ceremony	2017-06-01	2017-06-30	Sara		
July					
Order buttonmaker	2017-07-01	2017-07-15	Sara		
Create advertisements	2017-07-01	2017-07-31	Sara		
August					
Print advertisements	2017-08-15	2017-08-31	Sara		
Create radio program / presentation for Shout for Libraries	2017-08-01	2017-08-31	Jen		
Meet with LISSA representatives to "pass over" the event	2017-08-01	2017-08-31	Leah and Amy		
Hang up poster advertisements around campus	2017-08-31	2017-09-10	Sara		
September					
Send out email invitation and reminders	2017-09-01	2017-09-20	Leah		
Update attendee list and number throughout month	2017-09-01	2017-09-21	Amy		
Reserve chairs and tables with SLIS office	2017-09-01	2017-09-07	Jen		
Contact caterers with final proposed number of attendees	2017-09-18		Amy		
Buy decorations	2017-09-15	2017-09-20	Sara		
Buy disposable cutlery, napkins, glasses	2017-09-15	2017-09-20	Sara		
Buy buttonmaking materials	2017-09-01	2017-09-20	Sara		
Send questions to panelists	2017-09-01		Jen		
Recruit volunteers for day-of help	2017-09-01	2017-09-18	Jen		

DAY OF EVENT

Item	Time Start	Time Complete	Who is Responsible	Notes
Set Up of Event				
A/V Technicians arrive to set up	09:00:00	11:00:00	Leah	
Event planners arrive	08:30:00			
Artists arrive and set up	11:00:00	12:15:00	Jen	
Student set-up volunteers arrive	09:00:00		Amy	
Caterers drop off food	10:00:00		Amy	
Set up chairs and tables	09:00:00	11:00:00	All	
Set up decorations	10:30:00	11:30:00	All	
Arrange buttonmaking stations	10:30:00	11:30:00	Sara	
Student volunteer greeters and food volunteers arrive	12:00:00		Amy	
Arrange front entrance table with programs	10:30:00	12:00:00	Sara	
Volunteer orientation for set-up	09:00:00	09:15:00	Amy	
Volunteer orientation for greeters and food	12:00:00	12:15:00	Amy	
Set up food tables (do not open food yet) - cutlery, napkins, plates, cups, garbage	11:30:00	12:15:00	Sara	
Set up space for Indigenous ceremony			Leah	
Indigenous ceremony leaders arrive	12:00:00		Leah	
Ensure garbages and recycling are empty	11:00:00		Jen	
Ensure bathrooms are clean	11:00:00		Amy	
Put up directory signs for guests in Rutherford atrium	11:00:00	11:30:00	Jen	
Sound check; get orientation from AV people to troubleshoot later on	09:30:00	11:00:00	Leah	

DAY OF EVENT

DOORS OPEN AT 12:30PM				
Student volunteers greeting guests	12:15:00	01:15:00	Amy; Volunteers	
Greeting panelists; showing them where to go, what to do	12:15:00	01:15:00	Sara and Leah	
Helping artists (if need be)	12:15:00	05:00:00	Jen	
Helping Indigenous leaders (if need be)	12:15:00	05:00:00	Leah	
Opening and setting up food	02:55:00	03:30:00	Amy; Volunteers	
Cleaning up food when need be	03:00:00	04:00:00	Amy; Volunteers	
Managing buttonmaking station	12:15:00	05:00:00	Sara; Volunteers	
Managing panel (keeping track of time, assisting with Q&A, helping panelists if need be)	01:00:00	02:30:00	Leah and Jen	
Managing AV throughout panel	01:00:00	03:00:00	Leah	
Thank panelists (present gift at end of panel discussion)	02:30:00		Sara	
Thank artists (give gift at end of event)	04:00:00		Jen	
Clean Up of Event				
Greet and orient clean-up volunteers	04:00:00		Amy	
Put away chairs and tables			All	<i>Volunteers will help with all tasks below</i>
Give SLIS office back keys			Jen	
Lock doors			Jen	
Empty garbage and recycling, leave out for cleaning staff			Jen	
Wipe down all surfaces			Sara	
Sweep floors			Amy	
Clean up spills and messes			Amy	
Tidy bathrooms and kitchen if need be			Leah	

DAY OF EVENT

Put away buttonmaker and supplies for FLIF			Sara	
Take down banner and signs			Sara	
Clean up artist's area			Jen	

POST EVENT

Item	Date Start	Date Complete	Dependent on	Who is Responsible	Notes	Results / Decisions Made
Post event meeting	2017-09-25			All		
Post event evaluation and notes	2017-09-25			Amy		
Report evaluation to LISSA or FLIF	2017-09-25	2017-09-30		Amy		