

Project/Event Planner

Resume Building Workshop

Event Name:	Resume Building Workshop
Date:	January 26, 2019
Location(s):	STEAM Legacy High School
Description:	Resume Building Workshop will be hosted on school campus hosted by the team, where volunteers will come and assist the impoverished local community in building resumes.
Purpose:	The purpose of this event is to help the local impoverished community in building resume workshops so they can have better job opportunities.
Time of Event:	9am-1pm
# of Guests:	50-100
Special Guests:	TBD
Materials Needed for Event:	Laptops Tables Chairs Snacks Signage Pens Coffee,Snacks

3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Amanda Gomez	12/10
Hold planning meeting for event goals and details (How often? When? Where?).	Amanda Gomez	12/10
Establish job <u>responsibilities</u> (see example) - consider publicity, spokesperson, photographer, greeters, runners, etc.	Amanda Gomez	12/10
Determine funding and budget (are these school approved?).	Melanie Renteria	12/10
Reserve date on key attendees' calendars.	Amanda Gomez	12/10
Reserve event space - follow school protocol for reserving space and getting on school calendar.	Kimberly Ceja	12/10
Determine date of event and reserve venue.	Amanda Gomez	12/10
Confirm speakers and speakers' needs.	Amanda Gomez	12/10
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)	Amanda + Melanie	12/10
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Kailie Renteria	12/10
Website: Add an 'Events' page on your Weebly site with information about your event.	Ariana Valdovinos	12/10

Notes:

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).	Kimberly Ceja	12/20
Meet with Project Manager and Social Media Manager to discuss publicity.	Amanda Gomez	12/20
Draft program agenda.	Amanda Gomez	12/20
Determine signage requirements (directional, backdrops, etc.).	Amanda Gomez	12/20
Determine on-site registration procedures, including ushers.	Kimberly Ceja	12/20
Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations.	Melanie Renteria	12/20

Notes:

4 Weeks Before the Event

Activity	Person Responsible	Due Date
Arrange for photographer.	Ariana Valdovinos	1/3
Approve final agenda and run of show.	Amanda Gomez	1/3
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	Amanda Gomez, Kailie Renteria	1/3
Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the venue staff for assistance.	Mario Ibarra, Amanda Gomez	1/3
Prepare event signage.	Amanda Gomez	1/3
Send electronic invitations.	Amanda Gomez	1/3
Recruit volunteers to help with setup and clean-up on the day of your event.	Amanda Gomez	1/3

Notes:

2 Weeks Before the Event

Activity	Person Responsible	Due Date
Review staffing assignments for day of event. This includes volunteers helping with your event.	Amanda Gomez	1/12
Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities.	Mario Ibarra	1/12
Send out attendance update to planning team/key players.	Amanda Gomez	1/12

Notes:

1 Week Before The Event

Activity	Person Responsible	Due Date
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Print programs, name badges, seating charts, place cards, signage, etc.	Kimberly Ceja	1/19
Create run of show (from set-up to clean-up.	Amanda Gomez	1/19
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.)	Amanda Gomez	1/19

Notes:

24 Hours Before the Event

Activity	Person Responsible	Due Date
Confirm security requirements.	Mario Ibarra	1/25
Ensure tent, chairs, tables, stage, podium are in place.	Entire Team	1/25

Send reminder email to your volunteers and guests.	Amanda Gomez	1/25
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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.	Entire Team	1/26

Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times.	Entire Team	1/26
Check sound and lighting equipment with vendor(s).	Entire Team	1/26
Ensure space and hook-ups are available for media.	Entire Team	1/26
Ensure decorations are in place.	Entire Team	1/26
Place water at podium.	Entire Team	1/26

Notes:

1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.	Amanda Gomez	2/1

Complete written evaluation of the event with suggestions for future events.	Kimberly Ceja	2/1
Coordinate event story and photographs with Social Media Manager.	Kailie & Hailie	2/1
Add images to the website.	Ariana Valdovinos	2/2
Write up a description about the event for the website.	Melanie Renteria	2/2

Notes: