

Week Number	Category	To Do This Week	Responsible	Progress	Notes
Week One Due 02-18-2011	Logistical	Set up of Special Event Committee	Class	Done	
		Select Type of Special Event for Your Agency	Scrabble Tournament	Done	
		Event Chairperson is Recruited	Nicole	Done	
		Prepare Event Timetable	All Members	In Progress	
	Develop Committee Roles/Description	All Members	Done		
Tournament	Research scrabble tournaments for next meeting	Morgan	Done		
Due 02-18-2011					
Week Two Due 2-25-2011	Logistical	Set Date for your Event	Committee	Done	April 28th
		Make sure no conflicts are on date	Nicole	pending committee review	
		Contact student life department to discuss organizations	Hayley	In Progress	
		Choose Site for your Event	Nicole	In Progress	
	Budget/Finance	Draft Version of Revenue and Expense Budget	Marie	In Progress	
	Marketing/PR	Develop first version of brochure/registration	Lidia/Marie	In Progress	I put Marie on here, because I think she's already started one
Tournament	Outline Tournament Rules - Format of Tournament & tournament Schedule	Morgan/Julia	In Progress		
Due 02-25-2011					
Week Three Due 03-1-2011	Present/Update at Monday Meeting	Date/Location	Nicole		
		First draft of brochure	Lidia/Marie		
		Budget	Marie		
		Initial general tournament model	Morgan		
		Discuss other sources of revenue with Event Chair and Co-Chairs	All		
		Brainstorm on name ideas for tournament	All		
	Budget/Finance	Present budget to Dr. Dicke/SFLTR	Marie/Nicole		
	Marketing/PR	Develop Marketing Plan	Lidia/Hayley/Nicole		I put Hayley on here since she is in contact with the student life contact
	Develop facebook page - all members add	Lidia			

Due 03-04-2011		Select printer and mailing house	Marie		
	Logistical	Finalize location/fill out any paperwork	Nicole		
		confirm what rentals we can use in building (tables/chairs, sound system)	Nicole		
	Tournament	Finalize tournament structure	Morgan/Julia		
	Sponsorship	Develop needs/wants that could be sponsored	Committee		Should be based off of the budget
		Develop target list for sponsors	Committee		
		Develop sponsor letter of agreement	Nicole		
Develop sponsor information for event		Lidia			
Tournament	Continue outlining tournament rules/Actual Scrabble Rules	Morgan/Julie			
Due 03-05-2011					
Week Four Due 03-11-2011	Present/Update at Monday Meeting	Marketing Plan	Lidia/Hayley/Nicole		
		Sponsorship packet/Target list	Lidia		
		Review Budget	Marie		
	Budget/Finance				
	Marketing/PR	Finalize brochure	Lidia		
		First version of press release	Lidia		
	Logistical	Research any rentals not provided by building (sound system, tables, chairs, etc)	Nicole		
	Sponsorship	Start Soliciting in-kind donations/monetary donations	Nicole/Haley,		
	Tournament	Determine entry fees, registration info, and contact info to be made available to the public	Morgan/Julie		
Determone Prize categories		Morgan/Julie			
Volunteers	Develop volunteer application	Julie			
Due 03-11-2011					
Week Five Due 03-18-2011	Present/Update at Monday Meeting	No Class - should be have a meeting?			
	Budget/Finance				

(Spring Break)	Marketing/PR				
	Logistical				
	Sponsorship				
	Tournament				
	Volunteers				
Due 03-18-2011					
Week Six Due 03-25-2011	Present/Update at Monday Meeting	Update on all aspects of event	All		
	Budget/Finance				
		Event committee members mail personal letters to prospects	All		
		Start implementing marketing plan	All		
		Distribute Press Release	Lidia		
	Logistical	See Tournament	Nicole/Hayley		
	Sponsorship	Continue soliticing sponsors/Get LOA signed	Nicole/Hayley/Lidia		
	Tournament	Start gathering supplies needed for tournament (score sheets, game boards, scrabble dictionaries, etc)	Morgan/Julia		
Arrange site layout, sound, and decorating		Morgan/Julia/Nicole			
Volunteers	Determine # of volunteers and start recruiting	Julie			
Due 03-25-2011					
Week Seven Due 04-01-2011	Present/Update at Monday Meeting	Registration Review	Marie		
		Volunteer Needs	Morgan/Julie		
		Sponsorships	Nicole/Hayley/Lidia		
	Budget/Finance	Review Budget - are we where we need to be?	Mariew		
	Marketing/PR				
	Logistical	Personally invite SFLTR staff & MPA staff to tournament	Nicole/Hayley		
	Sponsorship	Continue soliticing sponsors/Get LOA signed	Nicole/Hayley/Lydia		
	Continue to gather supplies	Morgan/Julie			

	Tournament	Prepare checklist for items and people you need at event	All		
	Volunteers	Place volunteers as applications are received	Julie		
Due 04-01-2011					
Week Eight Due 04-08-2011	Present/Update at Monday Meeting	Registration Review	Marie		
	Budget/Finance				
	Marketing/PR	Continue implementing Sponsorship plan	All		
	Logistical				
	Sponsorship	Continue soliticing sponsors/Get LOA signed	Hayley/Nicole		
Tournament					
Volunteers	Create and assemble volunteer training information	Morgan/Julie			
Due 04-08-2011					
Week Nine Due 04-15-2011	Present/Update at Monday Meeting	Registration Review	Marie		
	Budget/Finance				
	Marketing/PR	Start FINAL PUSH telephone campaign for registrations	All		
	Logistical	Order/Print all signage needed for event	Nicole		
	Sponsorship	Deadline for sponsor logos	Nicole/Haley/Lidia		
		Complete- In-Kind Solicitations	Nicole/Haley/Lidia		
Tournament	Create/Outline SLR presentation for tournament	Morgan/Julie			
Volunteers					
Due 04-15-2011					
	Present/Update at Monday Meeting	Registration Review	Marie		
		Go over all check lists - double check everthing	All		

Week Ten Due 04-22-2011 (Event Week)	Budget/Finance	Review of the budget - are we where we need to be?	Marie		
	Marketing/PR				
	Logistical				
	Sponsorship	Print any signage for sponsors	Hayley		
		Make sure all sponsor checks have been received	Marie		
	Tournament				
	Volunteers	Volunteer Orientation?	Julie		
Send email confirmation with reminder information		Julie			
Due 04-22-2011					
EVENT DAY	Budget/Finance	Have cash bank available for change	Marie		
	Marketing/PR				
	Logistical	Set-up area	All		
		Break-down after event	All		
	Sponsorship	Take pictures for documentation	Lidia		
	Tournament	Set-up tournament area	All (except Hayley who has class)		
	Volunteers	Train Volunteers on-site			
check-In volunteers/give them assignments		Julie			
4/28/2011					
Week Eleven Due 04-29-2011	Logistical	Divide up who will write what Thank you letters	Nicole		
		Acknowledgements-Thank Everyone involved	All		
		Give all planning documents to SFLTR	All		
	Budget/Finance	Finalize payment to SFLTR	Marie		
Due 04-29-2011					