|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Activities** | **Timeline/Deadline** | **Responsible Agency/Person (assign as needed)** |
| Program/Degree Highlight Selection | * Decide on which programs to highlight for event
* 2-3 programs with 1-2 back up options
 | 5-7 months prior to event—March--June | A2HE Committee |
|  | * Contact Dean and then Instructors to determine availability on date of event
 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | * Handle logistics such as:
1. Provide them with instruction on date, times and locations for the tours
2. Make sure they have all they need to conduct their presentations, i.e., audio/visual, internet A2HE/wifi needs, podium, etc.
 | 1 month to 2 weeks prior and day of event--October |  |
|  |  |  |  |
| Food/FacilitiesCoordinate with Venue Facilities | * Availability & locations of rooms/facilities for
1. Registration/Check-In
2. Auditorium for Kick-off presentation (overview, plan for the day)
3. Voc. Tech programs
4. Classrooms for Career presentations
5. Job Fair—rooms/areas by auditorium
6. Team-building—open areas, large empty rooms
7. Meal Service (breakfast/lunch)

(get information in writing and costs in writing) | 3-4 months prior to event—June-July |  |
| * Coordinate with Food Services at college for meal service
1. meal options
2. Costs
3. ordering of food
4. serving
* Coordinate payment through getting quotes prior to event and invoice after event
 | 3-4 months prior to event—June-July |  |
| * Parking locations and passes
* Parking Costs—
 | 3-4 months prior to event—June-July |  |
| * Equipment such as Audio/visual, internet A2HE, etc for all workshops & activities for day (alternative ideas to needing tech support?)
 | Week of and day of event |  |
|  |  |  |  |
| Agenda & Program  | * Create an event schedule/agenda that will include:
1. Registration Time and Location
2. Welcome & Introductions
3. House Keeping Instruction – rules, guidelines for the day, restroom locations
4. Workshops and Activities Times and Locations
5. Break Time and Location
6. Lunch Time and Location
7. Departure Time and Location
 | 4-5 months prior to event—May--June | A2HE Committee  |
| * Create a program for the day to be included in the packet for students that is given out at registration
 | 1 month prior to event | A2HE Committee |
|  |  |  |  |
| Save the Date/Invitations/RSVP | * Communicate with all agencies to gather list of persons to be invited to event
 | 12 weeks prior to event |  |
| * Create and coordinate distribution of Save the Date Flyers
 | 10 weeks prior to event |  |
| * Create and coordinate mailing of Event Invitations
* Contact Barbara Foster—she has printed them in the past
 | 6 weeks prior to event |  |
| * Coordinate the reminder calls or texts that will be made or sent to all students invited to the event.
 | 1 week prior to week of event  |  |
|  |  |  |  |
| Job/Resource Fair (if applicable) | * Make a list of vendors needed
 | 4 months prior to event-Mid June | A2HE Committee |
| * Contact and Secure Vendors
 | 4 months prior to event-Mid June |  |
| * Create and Distribute Vendor Packets
1. Instructions for Resource Fair
2. Times
3. Table location and Map
 | 2 months prior to event |  |
|  |  |  |  |
| Registration | * Create lists for Registration
	1. Alpha or Grade level lists
	2. Volunteer Lists
	3. Distinguished Guests
* All labels for students/volunteers/guests
* Directions for how to do the registration
* Signs to direct everyone
* Registration packets
 | 1 month prior to event |  |
| * Coordinate event registration on the day of event
1. Table set up
2. Directions for Volunteers
3. Signs and Directions for attendees
4. Hand out materials
 | Day of event |  |
|  |  |  |  |
| Volunteers | * Coordinate and Contact Volunteers
1. Assign a Volunteer Coordinator for day of event
2. Schedule volunteers for all activities
3. Map out locations of volunteers through the day
4. Create volunteer schedule and instructions for volunteers
 | 1-2 months prior to event |  |
| * Coordinate Volunteer check-in
 | Day of event |  |
| * Coordinate all volunteers
1. Direct all volunteers to their locations
2. Provide expectations of duties
 | Day of event |  |
|  |  |  |  |
| Transportation | * Work with School Districts AB490 Liaisons to secure transportation through school busses or district secured charter bus
 | 12 weeks prior to event |  |
| * Work with School Districts to prepare a schedule of pick-up/drop off times and locations for Charter buses.
* Work with Foster Homes and Group Homes to get transportation for youth, particularly those in rural areas.
 | 10 weeks prior to event |  |
|  | 8 weeks prior to event |  |
|  |  |  |  |
| Packets/Materials | * Coordinate purchase and collection of all materials needed for day of event (t-shirts, signs, incentive items, student-packet materials, workshop packets, etc.)
* Coordinate assembly of presenter, facilitator, workshop, and student packets and other materials
* Coordinate purchases through CASA for payment.
* County Office of Ed funds cannot be used for incentive items, gift cards, food, computers
* FUSD funds cannot be used for incentive items and gift cards. May be used for lanyards, fund charter buses, educational materials.
 | Need to receive all items 4 weeks prior to the eventMaterials and packets put together 2 weeks prior to event. |  |
|  |  |  |  |
| Incentives | * Get Donations for Incentive Items
 | 8 weeks prior to event |  |