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| **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 |  |  |
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|  | * 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 |  |
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| Food/Facilities  Coordinate 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 |  |
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| 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 |
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| 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 |  |
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| 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 |  |
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| 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 |  |
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| 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 |  |
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| 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 |  |
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| 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 event  Materials and packets put together 2 weeks prior to event. |  |
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| Incentives | * Get Donations for Incentive Items | 8 weeks prior to event |  |