## Project Planner

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| Project Name:  |  **Lowering Food Waste Presentation at John Muir Parents Center** |
| Date:  | **April 10th, 2017** |
| Location(s): | **Parents Center at John Muir Middle School** |
| Description:  | **The GBLA team is planning on holding an event with the Parents Center at John Muir to spread information about how one can lower food waste, the importance of lowering food waste, and how composting and other methods of lowering food waste can help the community.** |
| Purpose: | **By spreading this information, the GBLA team will begin to make an impact in their community by teaching others how small differences in the way they live, can go far in their community.**  |
| Time of Event: | **lunchtime** |
| # of Guests:  | **15-25** |
| Materials Needed for Event: | * **Food and refreshments for attendees**
* **Printed informational flyers**
* **Presentation materials**
* **Computer**
* **Projector**
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**3-4 Months Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Establish planning group and appoint a lead team member. | Jennifer/Veronica | Feb. 1, 2018 |
| Hold planning meeting for event goals and details (How often? When? Where?). | Jennifer/Veronica | Jan. 15, 2018 |
| Establish job [responsibilities](https://docs.google.com/document/d/1hyT37yfQO0DKN3yqVRw71jgDdomJhInDgIuL7Z16nTc/edit) (see example) - consider publicity/social media, speakers, photographer, greeters, runners, etc. | Jennifer/Veronica | Feb. 1, 2018 |
| Determine funding and budget (are these school approved?). | Jennifer/Veronica | Feb. 1, 2018 |
| Talk to Parents Center to confirm event and date | Jennifer | Feb. 1, 2018 |
| Determine date of event and reserve venue. | Jennifer | Feb. 1, 2018 |
| Determine guest list - gather contact information (Who are you inviting? How will they be contacted?) | Jennifer | Feb. 1, 2018 |
| Discuss communication and promotion strategy - how will you publicize and let the audience know? | Jennifer/Veronica | Jan. 15, 2018 |
| Website: Add an ‘Events’ page on your Weebly site with information about your event. | GBLA website leader | Jan. 15, 2018 |

Notes:

**2-3 Months Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Create and print or email/post on social the save-the-date, invitations, and related materials (i.e. map, etc). | GBLA team | Feb. 1, 2018 |
| Meet with Project Manager and Social Media Manager to discuss promotion. | Jennifer | Jan. 15, 2018 |
| Draft program agenda. | Jennifer/Veronica | Feb. 1, 2018 |
| Draft food menu for event | Jennifer/Veronica | Feb. 1, 2018 |

Notes:

**4 Weeks Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Approve final agenda and run of show. | Jennifer/Veronica | Feb. 26, 2018 |
| Draft script or talking points for GBLA team speakers  | GBLA team presenters | Feb. 26, 2018 |
| Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ Girls Build LA staff about your event! #GirlsBuildLA @lapromisefund | GBLA team | Feb. 26, 2018 |
| Consider site preparation (wifi needs, special cleaning, equipment, and trash removal).  | Jennifer/Veronica | Mar. 5, 2018 |

Notes:

**2 Weeks Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Review team assignments for day of event.  | Jennifer/Veronica | Mar. 20, 2018 |
| Double-check computer and projector will be accessible on day of event.  | Jennifer | Mar. 20, 20178 |
| Decide on final menu for day of event. | Jennifer/Veronica | Mar. 20, 2018 |

Notes:

**1 Week Before The Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Review catering order and headcount. | Jennifer | Mar. 25, 2018 |
| Pick up printed informational flyers  | Jennifer | Mar. 28, 2018 |
| Create run of show (from set-up to clean-up.) | Jennifer/Veronica | Mar. 25, 2018 |
| 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.) | Jennifer/Veronica | Mar. 25, 2018 |

Notes:

**24 Hours Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Verify all arrangements | Jennifer | April 9th, 2018 |
| Ensure space is adequate with materials.  | Jennifer | April 9th, 2018 |
| Send reminder email to your volunteers and guests. | Jennifer | April 9th, 2018 |

Notes:

**Day of the Event / Project**

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| **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. | Jennifer | April 10th, 2018 |
| Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times. | Jennifer/Veronica | April 10th, 2018 |
| Ensure space and hook-ups are available for media. | Jennifer | April 10th, 2018 |
| Ensure decorations are in place. | GBLA team | April 10th, 2018 |

Notes:

**1-3 Days After the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Write thank you notes to Parents Center staff | GBLA Team | April 15th, 2018 |
| Complete survey of the event with suggestions for future even | GBLA Team | April 15th, 2018 |
| Coordinate event story and photographs with Social Media Manager. | Jennifer | April 15th, 2018 |
| Add images to the website. | GBLA Website team | April 20th, 2018 |
| Write up a description about the event for the website. | GBLA Website Team | April 20th, 2018 |

Notes: