## Project Planner

**(Due on December 4, 2017 - Make a copy to customize)**

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| Project Name: | **John Muir GBLA Retreat** |
| Date: | **February 10, 2018** |
| Location(s): | **Griffith Park** |
| Description: | **The John Muir GBLA team will be spending the day at Griffith Park. While at the park, the girls will work on their project while also bonding with their teammates.** |
| Purpose: | **The purpose of this retreat is to dedicate time to the advancement of their project and to provide an opportunity for bonding time.** |
| Time of Event: | **8:30am-4:30pm** |
| # of Guests: | **17** |
| Materials Needed for Event: | * **Breakfast food** * **Lunch food** * **Tables/Chairs** * **Paper/pencils** * **Microsoft Tablets** * **Volleyball/Soccer ball** * **Good vibes** |

**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 | Nov. 16, 2017 |
| Hold planning meeting for event goals and details (How often? When? Where?). | Jennifer/Veronica | Nov. 16, 2017 |
| Establish job [responsibilities](https://docs.google.com/document/d/1hyT37yfQO0DKN3yqVRw71jgDdomJhInDgIuL7Z16nTc/edit) (see example) - consider publicity/social media, speakers, photographer, greeters, runners, etc. | Jennifer | Nov. 16, 2017 |
| Determine funding and budget (are these school approved?). | Jennifer | Nov. 17, 2017 |
| Reserve date on key attendees’ calendars. | Veronica | Nov. 16, 2017 |
| Reserve event space - follow park protocol for reserving space | Veronica | Nov. 18, 2017 |
| Determine date of event and reserve venue. | Jennifer/Veronica | Nov. 16, 2017 |
| Acquire transportation to and fro retreat | Veronica | Nov. 14, 2017 |

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). | Veronica | January 2018 |
| Draft program agenda. | Jennifer/Veronica | Jan. 31, 2017 |
| Contact Transportation for parking assistance at your venue. | Veronica | Dec. 2, 2017 |

Notes:

**4 Weeks Before the Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Draft fieldtrip slip for retreat | Veronica | Jan. 5, 2018 |
| Approve final agenda | Jennifer/ Veronica | Jan. 8, 2018 |
| Draft list of potential bonding games | Veronica | Jan. 8, 2018 |
| Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). | Jennifer/Veronca | Jan. 5, 2018 |
| Recruit parent volunteers to help with setup and clean-up on the day of the retreat | Jennifer/Veronica | Jan. 10, 2018 |
| Send out fieldtrip slips for parents to sign | Veronica | Jan. 10, 2018 |

Notes:

**2 Weeks Before the Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Review staffing assignments for day of event. This includes volunteers helping with your event. | Jennifer | Jan. 22, 2018 |
| Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities. | Veronica | Jan. 22, 2018 |
| Decide on final breakfast and lunch menu for retreat | Jennifer/Veronica | Jan. 24, 2018 |

Notes:

**1 Week Before The Event / Project**

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| **Activity** | **Person Responsible** | **Due Date** |
| Review catering order and headcount. | Jennifer | Feb. 5, 2018 |
| Buy food for Lunch and Breakfast | Jennifer | Feb. 9, 2018 |

Notes:

**24 Hours Before the Event / Project**

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| --- | --- | --- |
| **Activity** | **Person Responsible** | **Due Date** |
| Buy food for Retreat | Jennifer | Feb. 9, 2018 |
| Ensure chairs and tables are ready to go for the next day | Jennifer/ Veronica | Feb. 9, 2018 |
| Send reminders to team members | Veronica | Feb. 9, 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 | Feb. 10, 2018 |
| Ensure transportation arrives on time | Veronica | Feb. 10, 2018 |
| Breakfast Set-up and Break down | Veronica | Feb. 10, 2018 |

Notes:

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

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| **Activity** | **Person Responsible** | **Due Date** |
| Write thank you notes to volunteers | Jennifer/Veronica | Feb. 13, 2018 |
| Anonymous Survey on retreat to team members | Jennifer/Veronica | Feb. 12, 2018 |
| Coordinate event story and photographs with Social Media Manager. | Jennifer/GBLA Social Media Leader | Feb. 12, 2018 |
| Add images to the website. | GBLA Social Media leader | Feb. 12, 2018 |
| Write up a description about the event for the website. | GBLA Website Leaders | Feb. 12, 2018 |

Notes: