

Project Planner

Hawks Build LA at JH Hull Middle School

Project Name:	Engineering for Emergency Situations	STEM Family Night	STEM Elementary Outreach
Date:	2 Times a Week: Wednesday & Fridays Due by March 20, 2018	March 20, 2018	Tenative Spring 2018
Location(s):	JH Hull Middle School	JH Hull Middle School	Adams Elementary Torrance Elementary Woods Elementary
Description:	Using the engineering design process, the Hawks Build LA team consisting of 10 officers and general members (open to the school site) to construct an energy efficient device for the purpose of creating drinking water in the case of emergencies.	School site outreach event to integrate a showcase and live hands-on activities for students, families, and the community members. They are to include school site STEM clubs and programs; and activities on the topics of life, earth, physical science.	Officers and volunteers from Hawks Build LA will provide volunteer services or conduct a hands-on session on making drinkable water at the STEM Family Nights for other school sites and to showcase the work on Girls Build LA.
Purpose:	Engage female students (and others) in STEM skills, college, and career pathways through collaboration and meeting time.	Engage school site in increasing STEM interest and college and career pathways.	Engage community by increasing STEM interest and college and career pathways.
Time of Event:	Wednesday and Fridays at Lunch.	March 20, 2018 at 5pm.	Spring 2018: 3 dates and times.
# of Guests:	20-30	200+	Unknown (New idea).
Special Guests:		School site programs: GATE, PLTW, Torrance Girls in Action, Aerospace Team, Loyola Marymount University, Western University of Health	

		Science.	
Materials Needed for Event:	Supplies to create water purifier.	Various supplies for hands-on sessions and funding to support participating students and clubs.	Various supplies for hands-on sessions and funding to support participating students and clubs.

3-4 Months Before the Event / Project

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Ambro/Mar	12/2018
Hold planning meeting for event goals and details (How often? When? Where?).	All teachers in January, February, and March. Hawks Build LA every week on Friday.	12/2018
Establish job <u>responsibilities</u> (see example) - consider publicity/social media, speakers, photographer, greeters, runners, etc.	Mar	1/2018
Determine funding and budget (are these school approved?).	Ambro/Mar	12/2018
Reserve date on key attendees' calendars.	Mar/Girgis	12/2018
Reserve event space - follow school protocol for reserving space and getting on school calendar.	Mar/Girgis	12/2018
Determine date of event and reserve venue.	Mar/Girgis	12/2018
Confirm speakers and speakers' needs.	Mar	12/2018
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)	Hawks Build LA	1/2018
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Hawks Build LA	2/2018



Website: Add an 'Events' page on your Weebly site with information about your event.	Hawks Build LA	1/2018
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Notes:

2-3 Months Before the Event / Project

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).	Cassandra Katelyn Alli	1/2018
Meet with Project Manager and Social Media Manager to discuss promotion.	Cassandra Madi	1/2018
Draft program agenda.	Hannah Mar	1/2018
Determine signage requirements (directional, backdrops, etc.).	Selah Kenedy Genevie	1/2018
Determine on-site registration procedures, including ushers/volunteers.	Mar	1/2018
Book event with caterer and establish preliminary menu / Determine if food will be served.	Girgis	1/2018
Contact Transportation for parking assistance at your venue.	None	
Contact Campus Police for safety and security assistance.	Mar/Girgis	1/2018
Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound,	Ambro	1/2018



lighting, projector, computers, etc), flowers, plants, other decorations.		

Notes:

4 Weeks Before the Event / Project

Activity	Person Responsible	Due Date
Arrange for photographer and create a shot list	Hawks Build LA	2/2018
Approve final agenda and run of show.	Hawks Build LA	2/2018
Draft script or talking points for speakers.	8th Grade	2/2018
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	7th Grade	1/2018
Meet with vendors on site, follow up on all orders.	Mar	1/2018
Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the venue staff for assistance.	Girgis	1/2018
Prepare event signage.	6th Grade	1/2018
Send electronic invitations.	8th Grade	1/2018
Recruit volunteers to help with setup and clean-up on the day of your event.	Mar	2/2018

Notes:

2 Weeks Before the Event / Project

Activity	Person Responsible	Due Date
Review staffing assignments for day of event. This includes volunteers helping with your event.	Mar	1/2018
Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities.	Mar	1/2018
Meet with caterer on site to discuss setup and final menu.	None	
Send out attendance update to planning team/key players.	Mar	2/2018

Notes:

1 Week Before The Event / Project

Activity	Person Responsible	Due Date
Review catering order and headcount.	Mar	1/2018
Print programs, name badges, seating charts, place cards, signage, etc.	Hawks Build LA	3/2018
Confirm arrangements with vendors.	Ambro	
Create run of show (from set-up to clean-up.	Ambro/Mar	3/2018
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.)	Ambro/Mar	3/2018

Notes:

24 Hours Before the Event / Project

Activity	Person Responsible	Due Date
Contact caterer to verify all arrangements.	Cassie	3/2018
Confirm security requirements.	Katelyn	3/2018
Ensure tent, chairs, tables, stage, podium are in place.	6th/7th Grade	3/2018
Send reminder email to your volunteers and guests.	Mar	3/2018

Notes:

Day of the Event / Project

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.	Hawks Build LA	3/2018
Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times.	Hawks Build LA	3/2018
Check sound and lighting equipment with vendor(s).	Ambro	3/2018
Ensure space and hook-ups are available for media.	Ambro	3/2018
Ensure decorations are in place.	7th/6th Grade	3/2018
Place water at podium.	Mar	3/2018

Notes:

1-3 Days After the Event / Project

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.	Hawks Build LA	3/2017
Complete written evaluation of the event with suggestions for future events.	Hawks Build LA	3/2017
Coordinate event story and photographs with Social Media Manager.	Hawks Build LA	3/2017
Make sure all vendors are paid.	Mar	3/2017
Add images to the website.	Hawks Build LA	3/2017
Write up a description about the event for the website.	Hawks Build LA	3/2017

Notes: