

- Project Planner

Project Name:	FLY Girls 5k Health Expo
Date:	Friday, April 26, 2019
Location(s):	Southeast Middle School and South East High School
Description:	A 5k walk/run at our school, inviting our neighboring high school and community for an afternoon of physical activity followed by a Farmer's Market promoting healthy lifestyles including fresh food, mental and physical health education, hosted by our school and community partners.
Purpose:	<ul style="list-style-type: none"> ● Bringing the community together ● Brining awareness to healthy lifestyle practices ● Have fun as a community
Time of Event:	3:00-5:00 p.m.
# of Guests:	School and community wide (about 1,500 individuals)
Special Guests:	<ul style="list-style-type: none"> ● Mayor ● Ms. Sequeira (Principal) ● South East High School students ● Community partner representatives ● Mr. Nunez (SEHS Principal)
Materials Needed for Event:	<ul style="list-style-type: none"> ● Tables ● Tents (easy-ups) ● Food ● Drinks ● Cones ● Barriers ● Speakers for microphone and music

3-4 Months Before the Event / Project

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Aaliah Alvarado Samara Carrillo	12-14-18
Hold planning meeting for event goals and details (How often? When? Where?).	Samara Carrillo	12-14-18
Establish job <u>responsibilities</u> (see example) - consider publicity/social media, speakers, photographer, greeters, runners, etc.	Aaliah Alvarado Samara Carrillo Haylee Maya	12-14-18
Determine funding and budget (are these school approved?).	Yina Loza	12-14-18
Reserve date on key attendees' calendars.	Samara Carrillo	1-31-19
Reserve event space - follow school protocol for reserving space and getting on school calendar.	Alexis Oliver	1-31-19
Determine date of event and reserve venue.	Alexis Oliver	1-31-19
Confirm speakers and speakers' needs.	Alexis Oliver	1-31-19
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)	Isabella Mendoza	1-31-19
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Aaliah Alvarado Hannah Rodriguez	2-1-19
Website: Add an 'Events' page on your Weebly site with information about your event.	Alexis Oliver Isabella Mendoza Samantha Canto	2-1-19

Notes: Start classroom presentations and begin advertising event.

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).	Natalie Cordero Destiny Trujillo Leleytza Castillo Heidy Fernandez	2-15-19
Meet with Project Manager and Social Media Manager to discuss promotion.	Aaliah Alvarado Haylee Maya Samara Carrillo	2-15-19
Draft program agenda.	Isabella Mendoza	2-28-19
Determine signage requirements (directional, backdrops, etc.).	Julissa Riverol	3-15-19
Determine on-site registration procedures, including ushers/volunteers.	Alexia Flores Haylee Maya	3-15-19
Book event with caterer and establish preliminary menu / Determine if food will be served.	Aaliah Alvarado Alexis Oliver	2-28-19
Contact Transportation for parking assistance at your venue.	Aaliah Alvarado	2-28-19
Contact Campus Police for safety and security assistance.	Aaliah Alvarado	2-28-19
Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations.	Samara Carrillo	3-15-19

Notes:

4 Weeks Before the Event / Project

Activity	Person Responsible	Due Date
Arrange for photographer and create a shot list	Julissa Riverol Gema Argueta Haylee Maya	3-15-19
Approve final agenda and run of show.	Aaliah Alvarado Haylee Maya Samara Carrillo	3-22-19
Draft script or talking points for speakers.	Alexis Oliver	3-22-19
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	Isabella Mendoza Alexis Oliver Samantha Canto Aaliah alvarado	3-22-19
Meet with vendors on site, follow up on all orders.	Aaliah Alvarado	3-22-19
Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the venue staff for assistance.	Alexis Oliver	3-22-19
Prepare event signage.	Isabella Mendoza Desteny Trujillo Stacy Villalobos	3-22-19
Send electronic invitations.	Nataly Cordero	3-22-19
Recruit volunteers to help with setup and clean-up on the day of your event.	Aaliah Alvarado Alexis Oliver Hannah Rodriguez	3-22-19

Notes:

Meeting will be held on 3/16/18 to ensure all activities are in process of completion.

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.	Aaliah Alvarado	4-12-19
Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities.	Aaliah Alvarado	4-12-19
Meet with caterer on site to discuss setup and final menu.	Natalie Cordero Kaitlyn Cerda	4-26-19
Send out attendance update to planning team/key players.	Hannah Rodriguez	4-19-19

Notes:

1 Week Before The Event / Project

Activity	Person Responsible	Due Date
Review catering order and headcount.	Natalie Corder	4-19-19
Print programs, name badges, seating charts, place cards, signage, etc.	Stacy Villanueva	4-19-19
Confirm arrangements with vendors.	Aaliah Alvarado	4-19-19
Create run of show (from set-up to clean-up.	Samara Carrillo Julissa Riveroll Hannah Rodriguez Isabella Mendoza Lorna Alvarado	4-19-19
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.)	Lorna Alvarado Samara Carrillo Brianna Hernandez Velasco Heidy Fernandez	4-19-19

Notes:

24 Hours Before the Event / Project

Activity	Person Responsible	Due Date
Contact caterer to verify all arrangements.	Aaliah Alvarado	4-25-19
Confirm security requirements.	Natalie Cordero Leslie Torres	4-25-19
Ensure tent, chairs, tables, stage, podium are in place.	Samara Carrillo Julissa Riveroll Hannah Rodriguez Isabella Mendoza Lorna Alvarado	4-25-19
Send reminder email to your volunteers and guests.	Hannah Rodriguez	4-25-19

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.	All Team Members	4-26-19
Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times.	Natalie Cordero Stacy Villanueva Heidy Fernandez	4-26-19
Check sound and lighting equipment with vendor(s).	Hananh Rodriguez	4-26-19
Ensure space and hook-ups are available for media.	Hannah Rodriguez	4-26-19
Ensure decorations are in place.	Hennesy Sanchez Leleytza Castillo	4-26-19
Place water at podium.	Maya Valdovinos Gema Argueta	4-26-19

Notes:

Martinez and Moreno available to assist if team members need guidance and support.

1-3 Days After the Event / Project

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.	All Team Members	4-29-19
Complete written evaluation of the event with suggestions for future events.	Samara Carrillo Julissa Riveroll Hannah Rodriguez Isabella Mendoza Lorna Alvarado	4-29-19
Coordinate event story and photographs with Social Media Manager.	Hannah Rodriguez Natalie Cordero	4-29-19
Make sure all vendors are paid.	Samara Carrillo	4-29-19
Add images to the website.	Alexis Oliver Isabella Mendoza Hannah Rodriguez Samantaha Canto	4-29-19
Write up a description about the event for the website.	Isabella Mendoza	4-29-19

Notes: Make PA announcement to thank students for participation.