



Critical Path Plan

Critical Path: 4-20

NODAC CRITICAL PATH Plan 4-20 2010

Monday (4.19)

<u>Time</u>	<u>Task</u>	<u>Who Owns Task</u>	<u>Completed</u>
11:00 p.m.	Meet to review event set up	Team	

ROOM SET UP

- Confirm room set up with Sharon Larsen. Jen X
- Confirm entrance table for class sign-in. Jen X
- Confirm informational tables and chairs. Jen X
- Get green or black plastic table clothes. Jen
- Confirm PRSSA volunteers. Jen
- Confirm with Stephanie for panel. Jen X
- Confirm set up of panel. Jen X
- Confirm logistics of panel. Jen X
- Write script for panel moderator-Jen. Jen X
- Write questions for panelists. Team X
- Create Name Plates for panel. Jen X

Coffee and Bagels set-up

- Check bagels and coffee order with Food Service. Jen X
- Discuss set up for serving. Team X
- Set up with Sharon Larsen. Jen X

PROMOTIONS

- Discuss pass out handbills in Food Court. Team X
- Post reminder invitations on Facebook. Juan X
- Make follow up media pitch calls. Team X
- Pass out handbills at University Village. Team
- Announce in classes. Team X
- Sign-up sheet for volunteers. Jen X



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4.16

- Pass out handbills in Student Center. Team
- Send out news release. Jen X

LAUNCH DAY MINUTE BY MINUTE PLAN

4.20

9:00 a.m.	Arrive at the Omoho for set up.	Jen, Jessie, Ben	X
	Set up signs.	Jessie, Jenna	X
9:30 a.m.	Test audio visual equipment.	Ben	X
9:40a.m.	Start playing videos and keep running until panel starts.	Ben	X
9:45 a.m.	Set up food, coffee, and candy on tables.	Jessie, Jenna	X
10:00 a.m.	Introduce panel.	Jen	X
10:30 a.m.	Begin panelists' remarks.	Panel	X
11:00a.m.	Begin Q & A.	Jen/audience	X
11:30 a.m.	Thank panelists and audience.	Jen	X

VOLUNTEERS

Setting up:	Team/volunteers	X
Pictures:	Andrea Ciurej	X
Manning informational tables:	Karen/Jenna	X
Introducing the panel:	Jennifer Lane	X
Cleaning up:	Team/volunteers	X

Critical Path: 4-22

NODAC CRITICAL PATH Plan 4-22, 2010

Monday (4.19)

<u>Time</u>	<u>Task</u>	<u>Who Owns Task</u>	<u>Completed</u>
11:00 p.m.	Meet to review event set up	Team	

Game Set-up

• Discuss material set-up.	Team/volunteers	X
• Discuss Body placement.	Team	X
• Have organ list ready.	Team	X
• Discuss timing for judging.	Team	X

PROMOTIONS

• Discuss pass out handbills in Food Court.	Team	X
• Post reminder invitations on Facebook.	Juan	X
• Make follow up media pitch calls.	Jen	X
• Pass out handbills at Maverick village.	Team	X
• Announce in classes.	Team	X
• Check Water Donation.	Karen	X
• Make name tag for Jordan Shaw.	Jen	X

4.21

• Pass out handbills in Student Center.	Team	X
• Create band script.	Jen	X
• Check with IT for microphone and podium.	Jen	X
• Check supply list.	Jen	X
• Find 10 pens.	Jen	X



Critical Path: 4-22

LAUNCH DAY MINUTE BY MINUTE PLAN

4.22

9:00 a.m.	Arrive in Plaza for set-up of tables, food, water, goodie bags.	Team	X
9:45 a.m.	Set up game.	Carlta	X
10:00 a.m.	Get volunteers ready for event.	Jen	X
10:30a.m.	Introduce game.	Carlta	X
11:05a.m.	Begin game.	Carlta	X
11:30 a.m.	Thank participants and introduce Jordan Shaw.	Jen	X
12:00 p.m.	Jordan Introduces band Skypiper.	Jordan	X
12:05 p.m.	Band starts.	Skypiper	X
1:00 pm.	Thank band.	Jen	X
1:15-2:00p.m.	Sign up donors and continue handing out goodie bags.	Team/volunteers	X
2:00p.m.	Clean up	Team/volunteers	X

VOLUNTEERS

Setting up:	Team/volunteers	X
Doing chalk drawing:	Team/volunteers	X
Manning informational tables:	Team/volunteers	X
Running Game:	Team/volunteers	X
Introducing speaker:	Jennifer Lane	X
Passing out goody bags/signing up donors:	Team/volunteers	X
Introducing band:	Jordan Shaw	X
Cleaning up:	Team/volunteers	X