

PRE-EVENT

Done	Logistic	Status	Responsible Party	Due Date
✓	Site Procurement	<ul style="list-style-type: none"> David Ochi – UCI 	Scott/Tod	March
✓	E-Invitation (Eventbrite)	<ul style="list-style-type: none"> http://www.eventbrite.com/e/orange-county-social-entrepreneurship-competition-showcase-tickets-10955404911 http://bit.ly/OwPkaB 	Rebecca	<i>ongoing</i>
✓	Social Media	<ul style="list-style-type: none"> Ongoing campaign 	Rebecca	<i>ongoing</i>
✓	Facilities Requests	<ul style="list-style-type: none"> Handled by UCI staff 	UCI/David	4/2
✓	Parking Requests	<ul style="list-style-type: none"> All parking is PAID only. 	UCI/David	4/2
✓	Event Layout	<ul style="list-style-type: none"> Completed 	Scott/Mira	4/9
✓	Agenda & MC	<ul style="list-style-type: none"> Completed – <i>see Mira’s attachment</i> MC needs to be determined ASAP 	Barbara/Mira	4/9
✓	Nametags	<ul style="list-style-type: none"> <i>See Mira’s Checklist</i> 	Kristina (NBU)	5/10
✓	Centerpieces	<ul style="list-style-type: none"> <i>See Mira’s Checklist</i> 	Mira	5/10
✓	Pocket Folders/SWAG	<ul style="list-style-type: none"> <i>See Mira’s Checklist</i> 	Mira	5/10
✓	Team Shirts	<ul style="list-style-type: none"> <i>See Mira’s Checklist</i> 	Mira	5/10
✓	Publicity Request	<ul style="list-style-type: none"> File with College Marketing Team 	Jennie	4/28
	Judge/VIP Management	<ul style="list-style-type: none"> Press, Sponsors, Investors, Elected Officials, etc. 	Barbara/Scott	4/10
	Program	<ul style="list-style-type: none"> 8½x11 double-sided handout. Jennie’s team will do layout Competitor info will be dropped in after 5/2 	Mira Jennie	5/10
	Audio/Visual Setup	<ul style="list-style-type: none"> David will arrange all A/V requests at UCI Number of microphones for judges ?? Live broadcasting will be coordinated by UCI Channel 39 “People’s Choice” award: bit.ly/1sh7nRU 	UCI/David Tod (Ch. 39) Rebecca	5/10
	Budget	<ul style="list-style-type: none"> Itemize costs and allocate budget buckets Need cash requisition for Mira’s spending 	Barbara, Mira	<i>ongoing</i>
		<ul style="list-style-type: none"> 		
		<ul style="list-style-type: none"> 		

SHOWCASE EVENT PLANNING DETAILS

DURING EVENT

Done	Logistic	Status	Responsible Party	Due Date
✓	Food	▪ See Mira's Checklist	Mira	5/10
✓	Music & PowerPoint	▪ Pandora/iPod ▪ General Backdrop PPT	Rebecca	5/10
✓	Judge Placards	▪ See Mira's Checklist	BS Division	5/10
✓	Judge SWAG	▪ See Mira's Checklist	Mira	5/10
✓	Photography	▪ Business Science staff	Linda Hall	5/10
✓	Wi-Fi Access Code	▪ Free WiFi access – add to Event Program	Scott/David	5/10
	Check-in Table	▪ iPads for check-in ▪ Packets	Mira/Julie (NBU)	5/10
	Directional Signage	▪ Mira – creating only ▪ ??? – posting	BS/UCI	5/10
	Activities/Raffles	▪ ???	BS Division; President's Office	5/10
		▪		
		▪		
		▪		
		▪		

POST-EVENT

Done	Logistic	Status	Responsible Party	Due Date
	Thank You Notes	▪ Emails and notes	BS Division Tod/Jennie	
	Press Release	▪ Written by Marketing	Jennie	
	Follow-Up Social Media	▪ Posts, Flipboards, etc.	Rebecca	
		▪		
		▪		