

Engineering Open House Coordinator

Timeline - Action Items

Completed	Drop Date	Action
<input type="checkbox"/>	2/15/2007	Kick-Off Coordinator Meeting, Loew 355 @ 11:30-12:30pm
<input type="checkbox"/>	2/15-3/23	Recruit "Exhibitors" (exhibits accepted 2/15-3/23)
<input type="checkbox"/>	2/15-3/23	ASAP begin reserving space, determine supply needs, reserve equipment, etc. - space needs to be finalized by 3/23 to include in program
<input type="checkbox"/>	2/28/2007	Recruit volunteer assistants (i.e., someone(s) that can be your right hand that can help you stay on task, coordinate logistical needs, etc.
<input type="checkbox"/>	2/28/2007	Secure funding/budget from your department chair - how much can be spent on supplies, food, equipment (you are welcome to request sponsorship from companies, however, COE requests that you communicate with Lorena McLaren (lmclaren@u.washington.edu) prior to contacting company to determine if COE has already contacted this company - to avoid duplicate requests
<input type="checkbox"/>	2/28/2007	t-shirt breakdown will be 25% Small, 35% Medium, 27% Large, 13% X-Large - notify Kristina if you need a different breakdown (may be accommodated)
<input type="checkbox"/>	2/28/07 (after this date fine)	Send advertising needs/ideas to Kristina so that we can advertise Open House (after this date is fine - but sooner the better) -- email list serves, websites, free publications, etc.
<input type="checkbox"/>	2/28/2007	Advertise Open House broadly to your department, request Open House be included on your department website, department newsletters, advertised in classes, etc.
<input type="checkbox"/>	3/1-4/13	Order supplies for exhibits - depending on what the supplies are, may need to be ordered sooner
<input type="checkbox"/>	3/16/2007	Outside space requests/needs submitted to Kristina Michaels
<input type="checkbox"/>	3/16-4/20	Recruit "Volunteers" to assist with exhibits, general greeters, set-up, tear-down, etc.
<input type="checkbox"/>	3/16-4/20	Follow-up with exhibitors regarding logistical needs: provide them with link to pointers on web, equipment/space needs, arranging for volunteers, etc.
<input type="checkbox"/>	3/23/2007	Exhibitor Deadline: http://www.engr.washington.edu/openhouse/exhibitor-formmail.html
<input type="checkbox"/>	3/23/2007	Programs exhibiting in Mary Gates Hall - submit exhibit information no later than 3/23 (sooner the better): http://www.engr.washington.edu/openhouse/exhibitor-formmail.html - under comments section, include logistical needs you have (# of tables, chairs, equipment needs, power, internet)
<input type="checkbox"/>	Early April	Follow-up Coordinator Meeting - to answer questions, respond to needs, etc. (<i>tentative</i>)
<input type="checkbox"/>	4/6/2007	Submit # of volunteers to Kristina Michaels
<input type="checkbox"/>	4/6/2007	Contact SAO regarding selling items, food handler permits if making food for exhibits, other logistical/permit approvals if making items such as glass beads, etc.
<input type="checkbox"/>	4/6/2007	Submit request for # of 8 1/2 x 11 sheets of paper needed for signage to Kristina
<input type="checkbox"/>	4/6/2007	Notify your department custodial services regarding stocking bathrooms with more supplies and emptying garbages between Friday and Saturday as well as Saturday afternoon
<input type="checkbox"/>	4/6/2007	Review exhibit descriptions/locations on-line @ http://www.engr.washington.edu/openhouse/exhibits.html (completed list will be available for review 4/2/07) - confirm titles, descriptions, locations
<input type="checkbox"/>	4/6-4/20	Arrange for food for volunteers - make sure to communicate to your volunteers where food will be available, times it will be available, etc.
<input type="checkbox"/>	4/13/2007	Notify Kristina whether you will be ordering pizza through discount, or ordering food on your own. If ordering pizzas, must give an estimate of # of pizzas to Kristina by 4/13/07
<input type="checkbox"/>	4/16-26, 07	Finalize last minute logistical needs/details to include:
<input type="checkbox"/>	4/16-26, 07	-Assign volunteer duties - email assignments/times
<input type="checkbox"/>	4/16-26, 07	-Confirm exhibitor logistical needs (what you will provide vs. what the exhibitor needs to coordinate)
<input type="checkbox"/>	4/16-26, 07	-Make department directional signs
<input type="checkbox"/>	4/16-26, 07	-Facilitate last minute needs such as space, equipment, supplies, locked rooms (keys) etc.
<input type="checkbox"/>	4/19-26, 07	Dept. Coordinator to facilitate a training meeting for department volunteers/exhibitors (<i>optional</i>)
<input type="checkbox"/>	4/20/2007	Place pizza order by calling pizza company directly
<input type="checkbox"/>	Week of Open House	Send last minute reminders to volunteers, exhibitors, post FYI signs in building/classrooms letting individuals know what will be happening on Friday/Saturday and the added traffic/noise

