

FALL CONFERENCE PLANNING COMMITTEE

FALL CONFERENCE PLANNING COMMITTEE			20-Oct
<u>Conference Planning Task</u>	<u>Description</u>	<u>Who</u>	<u>When</u>
School Enrollment Calls	Contact schools in neighborhood to remind them to register	All Schools	
DJ Contract	Frank C's Entertainment Seymour, CT	Sarah Jones	
Keynote Speaker Contracts	Confirm contracts with Steve Gerety	D. Carrithers	
Conference Program	Design, print and deliver to CAS	Manchester - Bryan Currie	11/3
Registration	Develop database, collate forms, provide final list	J. Grecco	
Conference Prep	Coordinate student/adult nametags, folders	J. Grecco & Committee	11/3
Conference Meals & Snacks	Secure contracts to identify food sources for each	S. Jones & D. Carrithers	
Finalize Conference Schedule	Determine whether stated schedule meets needs	Committee	
Workshop Tickets	Make tickets for each workshop and bring to set up meeting	Holy Cross	
Confirm workshop presenters	Notify workshop presenters about acceptance/rejection	Kristen Deely	
Adviser workshop	Develop and secure materials for adviser workshop	Steve Gerety	11/8
Adviser Round Table	Ideas for brief sharing	Stem	
Audio/Visual Equipment	Secure all necessary audio/visual equipment needs	Brittney Cavaliere	
Identify arrival icebreakers	Determine what icebreaker will be ongoing during arrival	Kristen Deely	10/20/2005
	Determine supplies necessary and who will lead	Kristen Deely	10/20/2005
<u>Pre-Conference Finalization Task</u>	<u>Description</u>	<u>Who</u>	<u>When</u>
Nametags	Assemble nametags and sort by school	J. Grecco & Conf Comm	11/3/2005
Workshop Tickets	Print and bring to conference set up meeting	Holy Cross	11/3/2005
Folder Contents	1 per attendee; 1 program; LEAD/States Flyer	LEAD Mark	11/3/2005
Favors	Count and package bracelets	Committee	11/3/2005
Decorations	Prepare and hang welcome banners and room signs	East Hartford	11/7/2005
Confirm speaker	Call and confirm all speakers and other resources	D. Carrithers	
Checks for services	Secure and deliver necessary payments for vendors	D. Carrithers	
Confirm food head counts	confirm food numbers for each meal	J. Grecco	
<u>Conference Day One Task</u>	<u>Description</u>	<u>Who</u>	<u>When</u>
On-site Registration	Have materials ready and available for check-in/name tag replace	Pomperaug - Elaine	11/8 8:00 a.m.
Workshop registration	Check- in all presenters and notify which room they have	Bolton	
Welcome Wagon	Greet Steve Gerety - needs	Plainville - Caitlin Sawczuk	11/8/2005 0:00
Arrival Icebreaker	Facilitate arrival activities	Kristen Deely	
Prep adviser hospitality	Decorate room/prep food/beverages	Stem	
Prep workshop rooms	Post workshop room signs	East Hartford	11/7/2005 0:00
Welcome	Provide general welcome to all conference attendees	Brittney Cavaliere	
Pledge of Allegiance	Lead attendees in pledge	Bolton	11/8/2005 0:00
National Anthem	Sing national anthem for attendees	Rocky Hill	11/8/2005 0:00
Intro - Keynote Speaker	Introduce Steve Gerety (confirm bio in advance)	Caitlin Sawczukj	11/8/2005 0:00

Workshop Dismissal	Address attendees and instruct breakout groups dismissal	Justine McComb	11/8/2005 0:00
Adviser Meeting	Escort staff to adviser workshop area	Amber East Hartford	11/8/2005 0:00
Prep lunch	Organize lunches for distribution	Charlie Ryan - Portland	
Workshop Warnings	Provide rooms with 15, 10 and 5 minute warnings	Shannon & Mike Wethers	11/8/2005 0:00
Workshop Start	Transition students to 2nd workshop	Shannon & Mike Wethers	11/8/2005 0:00
Workshop Warnings	Provide rooms with 15, 10 and 5 minute warnings	Shannon & Mike Wethers	11/8/2005 0:00
Student Guides	Provide leaders to escort to and from lunch	East Hartford	11/8/2005 0:00
Welcome Wagon - DJ	Meet DJ/Help Unload/ Show where to set up	Mike Gourley Bolton	11/8/2005 0:00
Workshop Thank Yous	Distribute certificates to all workshop presenters	Mike Wethersfield	11/8/2005 0:00
Speaker Thanks	Thank speaker,	Kristen Deely	
	<i>to include: conference and host committees,</i>		
	<i>workshop presenters, speakers</i>		
Clean Up		East Hartford	11/8/2005 0:00