

Sample Event Schedule 1



Summer Showcase

Date: August 16

Set up: 7 AM - 12:30 PM

Event time: 1 PM - 5 PM

Tear down: 5 PM - 11 PM

Location:

Proposed attendance: 500 students (1000 attendees total)

Planning Team:

Mofo MP planning team - Amira (amira@mozillafoundation.org)

Time breakdown

1-4: Showcase = Gallery + Maker Party (Gallery is what we were calling the "showcase" of student work, but avoids confusion with the overall CSOL "Showcase")

2-2:30, 4-5pm: Speakers (MSI, MacArthur, City)

4-5: Auditorium Performances/Presentations/Talent show

Breakdown of tasks

Approvers - people with ultimate decision-making authority

Points - people responsible for implementation and execution

Advisors - people giving guidance to the planning

Approvers of Cobranding and Speakers/VIPs

Bus coordination to and from event (logistics - will buses come and go throughout event?)

Signage at event (sponsorship flyers, informational signs, table top signs, on-stage signs, banners and windmasters)

- Can make:
- Directional signage
- Registration
- Signs designating spaces (Learner Gallery, Maker Party, Redeem Rewards)
- Schedule of the day printed on passport and/or posters
- Foam boards (2'x3' or 4'x5') at East lot entrance, West Pavilion north entrance and main entrance of the museum

Photo/Video on site

- City photographers/videographers will attend part-time.

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Assist marketing event to community

Point for Implementation of Showcase - Gallery, Maker Party, Performance, and Raffles/Swag Distribution

Schedule of events for day

Registration logistics

Volunteer logisitics

- email to group on number of volunteers

Prepare layout for way day will look like

Assist marketing of event to community

Powerpoint of sponsors to be on USB plus any looping videos or slideshows

- We should have a dedicated computer for this rather than a USB.
- Who's prepping the files to be displayed?

Approvers of Showcase budget

Confirm budget and expenses

Recruit talent to give video promos/cameos

Advisor for event planning and logistics

Advise on budget and expenses

Advise on equipment/AV preparation

Get legal opinion for media/press releases from kids

- Can we include messaging on event rsvp page? Or do we need signed forms?

Approver of Comms/PR plan; Point for Incentives Plan

Communication Deliverables and Media outreach for event

Marketing recommendations

Lead marketing of event to community

Prizes for talent show competition

Coordinate Press/Media presence at event

Create marketing material to send (flyer)

Capture emails at the door - manage signup with ipad to gather information

Approver for Maker Party; Point for Recruiting Maker Party participants

Work to send finalized budget to MacArthur

Recruit partners attending Maker Party

Assist marketing event to community

Assist with purchasing incentives

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Planning and setup of overflow seating or simulcast plan during performance

Point for Space

setting up maker space

Snacks

Security

Facility setup and teardown

Additional AV equipment for hallway or showcase area (will all AV be obtained internally?)

Provide cost estimates for simulcast in outside area

OTHER

Pre-event messaging

- Directions to entrance, parking etc.

Registration

- Sign press/media releases?
- Obtain passports

SWAG

- swag to attendees?
- swag on mentors volunteers?

Budget Items

Cobranding Suggestion

Title: Chicago Summer of Learning Showcase

- Project Gallery
- Maker Party
- Youth Performances

Presented By...

- The City of Chicago
- MacArthur Foundation

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- Mozilla Foundation

In Partnership With...

- The Museum of Science and Industry

With Support From...

- Hive Learning Network
- Digital Youth Network
- DePaul University
- MKCPR
- Chicago Community Trust
- The One Chicago Fund

Partners attending and showcasing:

Org Name: After School Matters

Exhibit Description

- Resources needed:

****Examples****

Mikva Challenge

Exhibit: Poster boards displaying civic engagement projects; Videos of students conducting interviews

- Resources needed: Monitors

Wishcraft Workshop

Exhibit: Clothes and jewelery

- Resources needed - Pegboard

Chicago Architecture Foundation

Exhibit: Models of architecure projects (both 3-D and flat); Digital models if possible

- Resources needed - Monitors; Wi-Fi; Outlet access



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Things to be determined:

- View the space to better understand constraints and opportunities
- Discuss coordination of planning and implementation (i.e. managing cooks in the kitchen)
- Create a roadmap for the day
- Capture any logistical concerns flagged by site
- If time, discuss communications, recruitment, and incentives
- How many tables, computers, extension cords, power access, wifi, signage, etc. orgs in showcase need

- Number of partners

-signage for space

-we'll need some kind of registration/check-in process to be set up on your end for tracking invitations/RSVPs for admission.

Event components:

- Showcase: 10-15 organizations will be invited to bring 5 students each to present items they have made during the summer. Ideally, the organizations would be representative of the variety of types of badges: digital, visual, textiles, etc.

- Pop up/Maker space: 5-10 organizations will be invited to bring an activity students can work on at the site and earn badges.

- Performance space: 5-10 organizations will be invited to perform on the stage in the auditorium which seats 700 people.

- Reward redeemer center: students who earn specific badges or meet some other criteria TBD will redeem special prizes.

Budget Considerations:

- Buses to transport participants from various organizations/locations
- Signage at the showcase:
- Marketing costs (if any) associated to promoting this event which is now less than 1 month away
- Staffing/volunteer costs: salaries of staff (if any), volunteer travel or refreshment costs (if any)
- Photographer/videographer:

Signage

- Directional/informational in the event space and in the building – 30”h x 24”w or slightly smaller is sufficient, foamcore
 - o Directing people to event space
 - o Outside auditorium with time schedule of events
 - o Identifying each activity area
 - o Check-in/Registration tables
 - o Restroom directional

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- o Others?
 - Windmasters or other large/tall (4ft or more) sturdy signs outside if we plan to have people enter west pavilion directly
 - Banners – depends on where you'd want to hang –
 - Onstage signage (not sure what you'd want there)
 - Tabletop signs for each table? 8.5"x11 sheets inside plexi stands, etc.