

*Meetings will take place weekly and bi-weekly for planning the event. There will be up to 10 one-off meetings with different committees, including pre-event run-of-shows.

EVENTS 2 TOTAL

(1) October 2022 (August - October 2022) | (1) March 2023 (January - March 2023)

Task	Event Coordinator	WBC Board	MCNW Staff
Event Kickoff	<input type="checkbox"/> Define Roles & Responsibilities <input type="checkbox"/> Develop timeline <input type="checkbox"/> *Manage all meetings and meeting agendas <input type="checkbox"/> Keep teams on track	<input type="checkbox"/> Attend	<input type="checkbox"/> WBC to initiate kickoff ask to coordinator, share participant lists, etc
Mentor/ Speaker Recruitment Form			<input type="checkbox"/> WBC team to build form for mentors/speakers to fill out
Mentor Recruitment	<input type="checkbox"/> Support with tasks as needed <input type="checkbox"/> Collect all volunteer forms, waivers, and bios	<input type="checkbox"/> Support with tasks as needed <input type="checkbox"/> Support with mentor selection and sharing info with /recruiting experts <input type="checkbox"/> Serve as mentors	<input type="checkbox"/> WBC team to send recruitment invites and asks to community <input type="checkbox"/> Mar/comms include in newsletter/social
Speaker Recruitment	<input type="checkbox"/> Support with tasks as needed <input type="checkbox"/> Collect all volunteer forms, waivers, and bios	<input type="checkbox"/> Support with tasks as needed <input type="checkbox"/> Support with mentor selection and sharing info with /recruiting	<input type="checkbox"/> WBC team to build form for mentors to fill out <input type="checkbox"/> WBC team to send recruitment invites and asks to community

		experts <input type="checkbox"/> Serve as speakers	
Event Posting			<input type="checkbox"/> WBC team & Marketing to post event on Drupal at least one month in advance of event
Marketing			<input type="checkbox"/> Mar/Comm Create graphics for mentor recruitment <input type="checkbox"/> Mar/Comm Create graphics for event <input type="checkbox"/> Mar/Comm Create ads and post event to local event boards
Platform Procurement			<input type="checkbox"/> WBC Manager to procure platform
Platform Build	<input type="checkbox"/> Coordinator to develop onboarding for platform and build event <input type="checkbox"/> Coordinator to build speaker pages <input type="checkbox"/> Coordinator to build out event site	<input type="checkbox"/> WBC board to assist in build as needed <input type="checkbox"/> WBC to share platform "manual" (specifically for 5/12 event)	<input type="checkbox"/> Marketing to support with graphics, text, etc for event
Grant registrants access to platform			<input type="checkbox"/> Ed Coordinator to close registration and pull attendees at least 3 days before event <input type="checkbox"/> Ed. C send platform login <input type="checkbox"/> Ed. C send mentor sign up sheet

Pre-Event Run of Show	<input type="checkbox"/> Coordinator to plan pre-event run of show <input type="checkbox"/> Coordinator to run pre-event run of show	<input type="checkbox"/> WBC board to assist in build as needed	<input type="checkbox"/> MCNW team to attend as needed
Pre-Event Mentor/Speaker Prep/Onboarding	<input type="checkbox"/> Coordinator to schedule and manage pre-event onboarding for speakers and mentors <input type="checkbox"/> Coordinator to ensure mentors on platform and familiar with it pre-event	<input type="checkbox"/> WBC board to assist in build as needed	<input type="checkbox"/> MCNW to attend as needed
Event Presentation and Speaking Points			<input type="checkbox"/> Mar/Comms to develop PPT and speaking points for event
Day of Show Management	<input type="checkbox"/> Coordinator to manage run-of-show and day of logistics	<input type="checkbox"/> WBC to serve as support for event and day of management	<input type="checkbox"/> MCNW teammates to kick off and close event, support event where needed
Post-Event	Coordinator to create a folder and share... <input type="checkbox"/> Speakers/mentors contact info, bios, headshots, completed waivers, and any other tools used for managing presenters <input type="checkbox"/> Planning documents, timelines, etc <input type="checkbox"/> All relevant		<input type="checkbox"/> WBC to send our post-event survey and thank you email to guests and speakers

	details and working docs from the event		
Event close out	<input type="checkbox"/> Send invoice		<input type="checkbox"/> WBC to close platform <input type="checkbox"/> WBC to coordinate with MEL/etc to pull all data before close