Whitney Wilcox

9 November 2014

Comms 421—*Event Plan*

**Coca-Cola Scholarship Program Trip to Seven-Peaks**

**(June 4 & 5, 2015—Schedule and Arrangements/Calendar)**

* Full-time staff—Whitney, Alyssa, and Tessa
* Interns—Sam, Kelsey, and Amanda
* June 4 (Th.)--Provo, Orem, Timpview, Mountain View, Timpanogos; June 5 (Fr.)--Lehi, Wasatch, Lone Peak, AF, PG

*The week before:*

**Thursday, May 28, 2015**

* **Sam** and **Kelsey** pick up H20 bottles, t-shirt boxes, wrist bands and printed brochures from warehouse and bring them to office
* **Amanda** creates sign-ups and evaluations to put on table at event
* **Amanda** confirms busses and student count
* **Amanda** blows us event poster and prints off event poster, “Coca-Cola Scholarship Program” poster (MOUNT ON COLOR POSTERBOARD AND LAMINATE) and school signs (LAMINATE)
* **Amanda** tapes laminated school signs (3 each) to wooden pole
* **Sam** and **Kelsey** assemble supply box
* **Interns** fold t-shirts and place back in box from largest sizes to smallest

*The week of:*

**Wednesday, June 3, 2015**

* **Sam, Kelsey**, and **Amanda** load the van with supply box, scholarship brochures, posters and easels and evaluations, and sign-ups
* **Sam, Kelsey,** and **Amanda** load box truck with school signs, table, red table-cloth, t-shirt boxes, water bottle boxes, and wristband boxes (PUT BOXES FOR JUNE 4TH SCHOOLS AT BACK OF BOX TRUCK)
* S&A training meeting

**Thursday, June 4, 2015** (wear “Coca-Cola Scholarship Program” t-shirts and jeans)

8:00 a.m. Meet at office. **Kelsey** and **Sam** drive box truck to Seven-Peaks. **Amanda** drives van.

9:00 a.m. **Amanda** checks-in with Seven-Peaks. Set up event poster and easel at entrance. Set up two “information desk” tables, tablecloths, four chairs, brochures, sign-ups and evaluations, supply box, first-aid box, and “Coca-Cola” poster. Position information tables right inside entrance.

**Interns** and **Seven-Peaks staff** set up five rows of three long tables each (see diagram.) Tape one of each school’s signs onto the front table.

Entrance to

Seven-Peaks

Orem

Mountian View

Timpview

Provo

Timponogos

Unload wristbands (place appropriate school on appropriate table), unload t-shirts (place pre-folded t-shirts in stacks from smallest to largest) and unload water bottles last.

* **Amanda and three staff members—wristbands and food voucher slip (one per student)**
* **Kelsey and three staff members—t-shirts (one per student)**
* **Sam and three staff members—water bottles (one per student)**

10:30 a.m. Park box truck and van in parking lot. **Whitney** and **Tessa**

arrive.

11:00 a.m. Buses arrive at schools to pick up students. Buses arrive in staggered schedule. **Interns** and **staff** take over positions at tables. **Whitney** and **Tessa** hold remaining school signs and direct arriving schools to appropriate table.

EACH STUDENT GETS ONE WRISTBAND, ONE FOOD VOUCHER SLIP, ONE T-SHIRT and ONE WATER BOTTLE.

11:30 a.m. Provo High School arrives

*(Interns and staff pass out gear and move to next school row. Buses unload students and park in parking lot.)*

11:40 a.m. Timpview High School arrives

11:50 a.m. Orem High School arrives

12:00 p.m. Timponogos High School arrives

12:10 p.m. Mountain View High School arrives

**Whitney** and **Tessa** pick up schools’ checklists from administrators and hold onto them for after. Head to “Coca-Cola” information table and interact with students/answer questions.

**Interns** and **staff** clean up tables and load tables, extras, boxes, etc. into appropriate vehicle. Once the outside is cleaned up, **interns** join Whitney and Tessa at information table.

1:30 p.m. **Whitney** and **Tessa** bring interns lunch at table.

2:00 p.m. **Alyssa** arrives and replaces Whitney and Tessa. **Sam** and **Kelsey** take pictures of participants for website.

4:30 p.m. Announcement over P.A. system calling for Provo students to gather at front entrance. Administrators come to information desk and pick up bus checklists.

4:30 p.m. Provo students leave

4:50 p.m. Timpview students leave

5:10 p.m. Orem students leave

5:30 p.m. Timponogos students leave

5:50 p.m. Mountain View students leave

6:00 p.m. **Interns** and **Alyssa** clean up desk, tables, etc. and pack up

remaining items. Check-in with Seven-Peaks and clear up any concerns. Drive box truck and van back to office, put empty boxes/extra shirts, wristbands, and water bottles in office. Quick meeting about what to do better tomorrow. Call and check-in with Whitney. Go home!

**Friday, June 5, 2015** (wear “Coca-Cola Scholarship Program” t-shirts and jeans)

8:00 a.m. Meet at office. **Kelsey** and **Sam** drive box truck to Seven-Peaks. **Amanda** drives van.

9:00 a.m. **Amanda** checks-in with Seven-Peaks. Set up event poster and easel at entrance. Set up two “information desk” tables, tablecloths, four chairs, brochures, sign-ups and evaluations, supply box, first-aid box, and “Coca-Cola” poster. Position information tables right inside entrance.

**Interns** and **Seven-Peaks staff** set up five rows of three long tables each (see diagram.) Tape one of each school’s signs onto the front table.

Entrance to

Seven-Peaks

American Fork

Lone Peak

Lehi

Pleasant Grove

Wasatch

Unload wristbands (place appropriate school on appropriate table), unload t-shirts (place pre-folded t-shirts in stacks from smallest to largest) and unload water bottles last.

* **Amanda and three staff members—wristbands and food voucher slip (one per student)**
* **Kelsey and three staff members—t-shirts (one per student)**
* **Sam and three staff members—water bottles (one per student)**

10:30 a.m. Park box truck and van in parking lot. **Whitney** and **Tessa**

arrive.

11:00 a.m. Buses arrive at schools to pick up students. Buses arrive in staggered schedule. **Interns** and **staff** take over positions at tables. **Whitney** and **Tessa** hold remaining school signs and direct arriving schools to appropriate table.

EACH STUDENT GETS ONE WRISTBAND, ONE FOOD VOUCHER SLIP, ONE T-SHIRT and ONE WATER BOTTLE.

11:30 a.m. AF arrives

*(Interns and staff pass out gear and move to next school row. Buses unload students and park in parking lot.)*

11:40 a.m. PG arrives

11:50 a.m. Wasatch arrives

12:00 p.m. Lehi arrives

12:10 p.m. Lone Peak arrives

**Whitney** and **Tessa** pick up schools’ checklists from administrators and hold onto them for after. Head to “Coca-Cola” information table and interact with students/answer questions.

**Interns** and **staff** clean up tables and load tables, extras, boxes, etc. into appropriate vehicle. Once the outside is cleaned up, **interns** join Whitney and Tessa at information table.

1:30 p.m. **Whitney** and **Tessa** bring interns lunch at table.

2:00 p.m. **Alyssa** arrives and replaces Whitney and Tessa. **Sam** and **Kelsey** take pictures of participants for website.

4:30 p.m. Announcement over P.A. system calling for Wasatch students to gather at front entrance. Administrators come to information desk and pick up bus checklists.

4:30 p.m. Wasatch students leave

4:50 p.m. Lehi students leave

5:10 p.m. AF students leave

5:30 p.m. PG students leave

5:50 p.m. Lone Peak students leave

6:00 p.m. **Interns** and **Alyssa** clean up desk, tables, etc. and pack up

remaining items. Check-in with Seven-Peaks and clear up any concerns. Drive box truck and van back to office, put empty boxes/extra shirts, wristbands, and water bottles in office. **Sam** and **Kelsey** go home. **Amanda** drives box truck back and **Alyssa** picks her up and brings her to back to office. Check-in with Whitney. Go home!

*After event:*

* Follow up with sign-ups/evaluations
* Write own evaluation and save on hard-drive
* Inventory t-shirts, H20 bottles, and wristbands and take to warehouse
* Take tables back to warehouse
* Clean-up office
* Write and send thanks to Seven-Peaks, school administrators, etc.
* Return tablecloths to laundry