# Preliminary Planning for an Onramp Party – Student Club or Society

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| **When** | **What** | **Who** | **Comments/Ideas** |
| 8 weeks (or more) before event | Start planning | \* Student club  \* Student Societies | Discuss logistics:  \* Format – one event for everyone, or split between Engineering and non-Engineering  \* Room requirements – number of seats, WiFi, AV, tables, power supply, food, cost  \* Timing – semester, day of week, time of day  \* Promotion channels – timing, responsibilities  \* Find stakeholders on campus to engage – student societies, leadership, etc. |
| 6 weeks before event | Finalize room | Same as above | \* Discuss reservation cost – if any  \* Agree upon logistics |
| 4 weeks before event | Get access to internal promotion channels | \* Student club  \* Student Societies | Explore options like:  \* Email lists – university, school, department, undergrad/grad students, student societies  \* Contact – faculty, undergrad/grad advisors, support staff  \* Social Media – Facebook, Twitter, Instagram etc.  \* Flyers, posters, common-area AV displays |
| 3 weeks before event | Test Onramp | \* Student club  \* Student Societies |  |
| 2 weeks before event | Digital Promotion | Everyone | \* Promote event as widely as possible (emails, social media)  \* Consider communities such as a Facebook group for engineers |
| 2 weeks before event | Prepare for event day – material | Everyone | \* Presentation slides  \* Feedback form  \* Competition winner selection process, if doing a competition  \* Prizes for winners – what, how |
| 2 weeks before event | Prepare for event day – pizza | \* Student club  \* Student Societies | \* Consider getting food if your society or club has a budget  \* Pizza order – vendor, size, slices/pizza  \* Ideas to consider: Go for larger number of medium pizzas, instead of smaller number of large pizzas – this will give larger number of slices. Ask pizza vendor for 8-10 slices instead of 6. Skip soda, and instead get more pizza.  \* Ask for plates and napkins |
| 1 week before event | \* Additional promotion  \* Monitor registration (if using a registration page)  \* Re-promote | \* Student club  \* Student Societies | \* Send information on event to key contacts (faculty, student groups, etc.)  \* Send out event reminders via email/social media  \* Consider sending email reminders if emails were distributed previously  \* Put up physical promotion materials – flyers, posters, etc. |
| 1 or 2 days before event | Order pizza | \* Student club  \* Student Societies | \* Student contact places order & provides delivery instructions  \* Student will pay for the order and then expense the pizza when logging hours. |

# Event Day

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| **When** | **What** | **Who** | **Comments** |
| Just before event | Assign responsibilities | Everyone | \* If you will have help at your event, assign roles – someone to greet people, someone to do registrations, someone to run videos/PowerPoint, etc. |
| Just before event | Play some videos | \* Student club  \* Student Societies | See 7\_Onramp Resources |
| Start of event | Intro presentation | \* Student club  \* Student Societies | Talk about:  \* Agenda  \* Why MATLAB? – show videos  \* Show resources to continue learning/exploring  \* Show how to find and start Onramp session |
| During Event | Provide MATLAB Cheat sheet for new users | Everyone | \* MATLAB Cheat sheet provides a list of basic functions and commands. |
| After Event | Feedback form (Or online survey form) | \* Student club  \* Student Societies | \* Ask students to fill out a questionnaire or survey on courses that are using MATLAB or could use MATLAB |