



# Sample Event Schedule

*This is a sample Maker Party event schedule. Feel free to alter it as needed.*

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## 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](mailto: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

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## 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

Can make:

- Directional signage
- Registration
- Signs designating spaces (Learner Gallery, Maker Party, Redeem Rewards)

## Sample Event Schedule 1

- Schedule of the day printed on passport and/or posters
- Photo/Video on site
- City photographers/videographers will attend part-time.
- Assist marketing event to community

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

Schedule of events for day

- 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

### **Approvers of Showcase budget**

- Confirm budget and expenses
- Recruit talent to give video promos/cameos

### **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
- Planning and setup of overflow seating or simulcast plan during performance

### **Point for Space**

- Setting up maker space
- Snacks
- Security
- Facility setup and teardown

## Sample Event Schedule 1

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### Partners attending and showcasing:

**Org Name:** After School Matters

**Exhibit Description**

\*\*\*\*\*Examples\*\*\*\*\*

Mikva Challenge

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

Resources needed - Monitors

Wishcraft Workshop

Exhibit: Clothes and jewelry

Resources needed - Pegboard

Chicago Architecture Foundation

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

Resources needed - Monitors; Wi-Fi; Outlet access

### 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.

## Sample Event Schedule 1

### 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
  - 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.