

Qiskit Fall Fest 2025 Resource Requirements Report

Required Resources

Team Members

To run this 4-day workshop we need a solid crew:

- **Marketing Lead:** Someone from the club who's great at spreading the words at social media posts, posters, and emails to hit 50–100 STEM students. They'll use the "Celebrating a Century of Quantum Computing" theme and IBM's 2024 Fall Fest PDF to hype it up.
- **General Support:** A few club members I can count on to handle the grunt work, like setting up the theatre room, managing Zoom for Day 3, distributing IBM swag, and helping during the mini-hackathon. They'll be my go-to crew to keep things rolling.
- **Graphics Designer:** A club member skilled in tools like Adobe Creative Suite or Canva to create eye-catching visuals like logos, flyers, and social media graphics. They'll brand the event with IBM's style and make it look pro.

Documentation

- **CVs for All Team Members:** I need updated CVs from all the members including the Marketing Lead, General Support folks, and Graphics Designer. These should highlight their skills (e.g., marketing experience, event help, design expertise) to show IBM and the university we've got the right people. Keep it concise: one page each, with contact info, skills, and past roles.
- **Letter of Agreement:** A formal doc between the club and university, signed by you (as Logistics Lead) and a faculty supervisor. It should cover venue use (theatre room), budget approval, and event oversight. This locks in university support for the Sponsored Event application by August 26.

Additional Needs

To make sure we're covered, here are a few extras I think we should consider:

- **Technical Equipment List:** Beyond laptops and projectors, we might need extra mics, a stable internet backup for Day 3's online session, and Google Colab access for all participants. Let's check with IT.

- **Risk Management Plan:** A quick outline for issues like low turnout or tech glitches: e.g., backup dates or a help desk during the event. This shows we're prepared.
- **IBM Seminar Schedule:** Since it's Sponsored, we need to commit to 12+ seminars (Tuesdays–Thursdays, September, 9 AM EDT). Let's plan who attends to prep content. I am going to attend them, I also need some general members to attend here.
- **Participant Feedback Form:** A simple Google Form for Day 4 to gather input for IBM's November 25 closing ceremony and our own improvements.
- **Promotion Timeline:** A schedule for the Marketing Lead: start October 1, peak by October 10.

Next Steps

- **By August 18:** You pick the Marketing Lead, General Support team, and Graphics Designer from the club. Get their CVs ready.
- **By August 20:** Draft the letter of agreement with the university. Let's meet to finalize it.
- **By August 22:** Confirm the faculty supervisor and check equipment needs with IT.
- **By August 26:** Submit the Sponsored application with all docs to IBM.