

Friday - 14th of October 2016

Time	Job	People in charge of task:
5pm	<ul style="list-style-type: none"><input type="checkbox"/> Setup registration desk<input type="checkbox"/> Put merch on reg desk (stickers & T-shirts)<input type="checkbox"/> put up sponsor banners as they arrive<input type="checkbox"/> put up posters incl wifi details & pitch details<input type="checkbox"/> Market Run<input type="checkbox"/> Food - Chopping	David, Michelle to open Stef - posters Fred in charge of market run
6pm	<ul style="list-style-type: none"><input type="checkbox"/> Crew the registration desk<input type="checkbox"/> Crew the downstairs door<input type="checkbox"/> Snacks and mingling	Matt Cengia Michael Walker
7pm	Opening a word from our sponsors and friends <ul style="list-style-type: none"><input type="checkbox"/> Opening - 15 mins<input type="checkbox"/> Data 61 - 7 mins<input type="checkbox"/><input type="checkbox"/> ThoughtWorks - 5 mins<input type="checkbox"/> Buzzconf - 3 mins	MC: Michael Walker Nico Adams Andy Marks Matt Cengia
7:30pm	Problem owners pitch, 2 mins each	David
8pm	<ul style="list-style-type: none"><input type="checkbox"/> Poster session / Team Building / Mingling<input type="checkbox"/> Food needs to come out	Stef
9pm	Tell people to wrap it up	
9:30pm	Clean up Kick people out	Everyone cleans
10pm	MUST BE OUT OF THE BUILDING	

Friday 5pm-9pm
Phone duty: Nick

Saturday - 15th of October 2016

Time	Job	People
7am	<input type="checkbox"/> Market Run	Fred, David
8am	<input type="checkbox"/> Volunteers on site, setting up desks and stuff	Rusha Fred and David should arrive at 8am Nick and Dulini to crew the front desk Katherine
8:30am	<input type="checkbox"/> Doors Open at ThoughtWorks <input type="checkbox"/> Put out breakfast food	Katherine Nick and Dulini to crew the front desk
11am	<input type="checkbox"/> Lunch food goes out	Nick and Dulini to crew the front desk Katherine
3pm	<input type="checkbox"/> Progress update - Each team gives a 2 min presentation. Answer 3 questions: "Who the team is, What problem we're solving, and what the solution is"	MC: Adam
9pm	<input type="checkbox"/> Tell people to wrap it up	
9:30pm	<input type="checkbox"/> Tidy up Kick people out	
10pm	<input type="checkbox"/> MUST BE OUT OF THE BUILDING	

Saturday Phone Duty:

8am-noon: Kat

Noon-onwards: Nick

HealthHack Melbourne 2016
Run Sheet

ThoughtWorks
Level 23, 303 Collins Street, Melbourne, 3000
HealthHack Volunteer Desk: 0413 256 914
David Ma's phone number: 0401 886 782

Sunday - 16th of October 2016

Time	Job	People
7am	<input type="checkbox"/> Market Run	David
8am	<input type="checkbox"/> Volunteers set up	Rusha
8:30am	<input type="checkbox"/> Doors Open at ThoughtWorks	Alice
1pm	<input type="checkbox"/> Catered Lunch <input type="checkbox"/> Make sure the judges are on site	Fred + some volunteers to grab items Fiona (judge)
2:30pm	<input type="checkbox"/> Meet with judges, go over criteria	Michelle
3pm	<input type="checkbox"/> Stop Work <input type="checkbox"/> Closing talk	Alice is in charge for this block David will give a closing talk
3:30pm	<input type="checkbox"/> Pitching - 3 min presentation per team, 2 min of questions from the judges each	David MC
5pm	<input type="checkbox"/> Judging (15mins to deliberate) & announce winners	
5:30pm	<input type="checkbox"/> Closing - people can mingle and talk over drinks	
6pm	<input type="checkbox"/> Kick people out and clean up	
6:30pm	<input type="checkbox"/> MUST BE OUT OF THE BUILDING	
7pm	<input type="checkbox"/> Gin Palace After Party 10 Russell Pl, Melbourne VIC 3000	David needs to book it Bar tab for volunteers

Sunday Phone Duty: Alice