Friday - 14th of October 2016

Time	Job
5pm	❏ Setup registration desk ❏ Put merch on reg desk (stickers & T-shirts) ❏ Put up sponsor banners as they arrive ❏ Put up posters incl wifi details & pitch details
6pm	❏ Crew the registration desk ❏ Crew the downstairs door ❏ Snacks and mingling
7pm	Opening a word from our sponsors and friends ❏ Opening - 15 mins ❏ Data 61 - 7 mins ❏ Department of Health and Human Services - 7 mins ❏ ThoughtWorks - 5 mins ❏ Buzzconf - 1 min
7:30pm	❏ Problem owners pitch, 2 mins each then poster session
8pm	❏ Mingling and team building ❏ Food needs to come out
9pm	❏ Tell people to wrap it up
9:30pm	❏ Clean up ❏ Kick people out
10pm	❏ MUST BE OUT OF THE BUILDING

Saturday - 15th of October 2016

Time	Job
7am	❏ Market Run
8am	❏ Volunteers on site, setting up desks and stuff
8:30am	❏ Doors Open at ThoughtWorks ❏ Put out breakfast food
11:30am	❏ Lunch food goes out
Noon	❏ Lunch is ready
3pm	❏ 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"
9pm	❏ Tell people to wrap it up
9:30pm	❏ Tidy up Kick people out
10pm	❏ MUST BE OUT OF THE BUILDING

Sunday - 16th of October 2016

Time	Job
7am	❏ Market Run
8am	❏ Volunteers set up
8:30am	❏ Doors Open at ThoughtWorks
1pm	❏ Catered Lunch
2:30pm	❏ Orgs team meeting with Judges to brief them
3pm	❏ Stop Work ❏ Closing talk
3:30pm	❏ Pitching - 3 mins per team
4:30pm	❏ Judging (15mins) & announce winners
5pm	❏ Closing - people can mingle and talk over drinks
6pm	❏ Kick people out and clean up
6:30pm	❏ MUST BE OUT OF THE BUILDING
7pm	❏ Gin Palace After Party 10 Russell Pl, Melbourne VIC 3000