Buckets of Dice Checklist

Subcommittee formation

- [ ] Assign someone as committee head
- [ ] Assign all committee members their roles
- [ ] Discuss and write down the format of the convention
- [ ] Discuss any concerns/ideas that committee members have regarding the convention
- [ ] Decide on a tentative time and venue
- [ ] Plan big events (LARP, Grand Strategy) + how you're going to find people to run them

Summer holidays

- [ ] Touch base with all members on their responsibilities
- [ ] Discuss promotion schedule
- [ ] Discuss sponsors and prizes
- [ ] Discuss the event budget
- [ ] Plan grant application

Three months out

- [ ] Touch base with all members on their responsibilities
- [ ] Plan BoD signup
- [ ] Plan GM game submission

Two months out

- [ ] Touch base with all members on their responsibilities
- [ ] Discuss any recent concerns with the convention
- [ ] Confirm that everything is ready for signup

One month out

	Touch base with all members on their responsibilities
	Plan purchase of food, drink and other resources for the convention

The week before

	Check with all committee members if there is anything left hanging
	Ensure everyone is aware of the desk schedule and desk roles
	Check you have everything needed by the desk crew

Post-event

	Check with all committee members regarding the event. Questions, comments, etc.
	Make notes on things that should have been in the manual.
	Discuss collecting feedback from attendees
	Plan next year's subcommittee