**Rise Event 2019 – Digging Deeper, Cultivating our Future**

**Timeline and Responsibilities for RLT**

**Sunday, October 13th**

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| **Time** | **Who** | **What** |
| 4:00 PM | All RLT Members | * Set Tables- table tents, pens, notebooks, water bottles, agendas, BINGO cards * Set up Welcome Table with Roster & shirt sizes, shirts, backpacks, signs, name plates * Test presentations, videos, music, microphones * Hang How Will You Rise banner * Sign thank you cards * Team Meal |

**Monday, October 14th**

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| **Time** | **Who** | **What** |
| 8:00 – 9:00 AM | All RLT Members | Breakfast – raised area by pool |
| 8:30 – 10:00 AM | Anna | Headshots –need table |
| 9:30 AM | Becky & Jade | Registration |
| 9:30 AM | Brad & Adam | Slide show on & music playing |
| 10:00 AM | Sammy | Welcome & introduce Jessica  Logistics (Bathrooms, Buses, Checkout, etc)  Twitter Hashtag & Prize |
| 10:00 AM | Jessica | What is Rise & introduce RLT |
| 10:30 AM | Natalie & Andrea | People BINGO |
| 10:30 AM | Adam & Brad | Background music during BINGO |
| 10:50 AM | Becky | Introduce Missy Ohe |
| 10:50 AM | Brad & Adam | Missy Ohe Prezi |
| 10:50 AM | Missy Ohe | Missy Ohe Presentation |
| 11:50 AM | Brady?  Brad & Adam | Recap & Relate Missy Ohe  PowerPoint – Bus Slide  \*Lunch  \*3 Buses – name card colors  \*RLT members on each bus:  1. Becky, Jade and Adam  2. Sammy and Brad  3. Brady, Mark and Robin  \*Dairy Tour – 4 groups, 2 buses (stickers distrib. by RLT on arrival will identify their groups) |
| 12:00 PM – 12:45 PM | All RLT | Lunch |
| 12:15 PM – 12:35 PM | Anna | Headshots |
| 12:45 PM | All RLT | Get on assigned bus, put cooler, snacks, trivia materials on bus & lead trivia game |
| 12:45 | Natalie, Brendon & Andrea | Drive separate to Riverview |
| 2:00 PM | All RLT | Arrive at Riverview & assign tour groups |
| 4:00 PM | All RLT | Depart Riverview |
| 5:15 PM | All RLT | Arrive back at Holiday Inn |
| 5:15 PM | Natalie, Brendon, Andrea | Arrive at Carlos Creek to set up  Bring survey sheets, basket, pencils, tree stump, hammer, nails, prizes |
| 5:15 – 5:45 PM | All RLT | Free time |
| 5:45 PM | All RLT | Meet in hotel lobby to direct people to buses/Carlos Creek |
| 6:00 PM | All RLT | Buses Depart |
| 6:15 PM | Natalie, Brendon, Andrea | Welcome people to Carlos Creek, hand out drink tickets, direct to food and games  \*Drawing for Rise Ideas |
| 8:30 – 10:00 PM | All RLT | Buses begin departing every 30 minutes |

**Tuesday, October 15th**

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| **Time** | **Who** | **What** |
| 7:00 – 8:00 AM | All RLT | Breakfast |
| 7:15 AM – 8:00 AM | Anna | Headshots |
| 7:15 AM | Natalie, Sammy, Andrea | Set plants and Sharpies on tables |
| 7:45 AM | Adam & Brad | PowerPoint on & music playing |
| 7:45 AM | Becky, Jade | Confirm panel stations are set up |
| 8:00 AM | Brady & Brendon | Welcome Back & explain how panels work  \*3 groups – name card colors  \*30 minutes each, 5 min break between  \*Group photo immediately after at 10:15! |
| 8:00 AM | Jade & Natalie (light gray) Sammy & Adam (dark gray) Brendon & Andrea (green) | Group chaperones – be ready to gather groups in different areas of the room |
| 8:15 AM   * 8:30-9:00 * 9:05-9:35 * 9:40-10:10 | Becky-Jessica’s Panel  Brady- Marc’s Panel  Mark – Dean’s Panel | Panel moderators – get discussion started and use questions as needed.  \*Give 2 minute warnings  \*Give gift and thank you card to panel members after |
| 10:15 | All RLT | Gather for group photo with all attendees & panel members after last station. |
| 10:15 AM | Brad & Adam | PowerPoint & music for break |
| 10:15 AM | Anna | Headshots |
| 10:30 AM | Brad & Adam | Aaron Thomas PP Slide and then his video |
| 10:30 AM | Jade | Welcome back from break & introduce Aaron Thomas |
| 10:30 AM | Aaron Thomas | Aaron Thomas Presentation |
| 11:30 AM | Natalie, Sammy, Andrea | Recap & Relate Aaron Thomas  How Will You Rise activity |
| 11:50 AM | Robin | Closing remarks  \*Boxed lunch (Holiday Inn)  \*Twitter Hashtag & Prize  (PP slide w/ some tweets) |
| 11:50 AM | All RLT | Stand up front with Robin |
| 11:50 AM | Adam & Brad | PP slide and start music after Robin’s speech |
| 12:00 PM | All RLT | Lunch & clean-up |