* Discuss Budget and nail it down
* Finalize Tristans research on schools, sponsors and game studios
* Email messaging and Template for reaching out to school contacts
* Email messaging and Template for reaching out to sponsors
* Reach out package to send potential school champions to give overview of the event
* should be a short pitch in PDF format that gives:
  + overview of the event
  + past GCA numbers and success stories
  + value the event provides students and why they should participate
  + student testimonials
  + what we need from them
* Goal: give potential school champions a clear picture of what the GCA is and how it will benefit their students so they want to help us
* Sponsorship packages
* 1 version for Platinum and gold sponsors (cash)
* 1 version for silver and bronze sponsors ( in - kind)
* 1 version for game studio partners (in-kind)
* Local Sponsorship Deck
* GCA budget
  + 1st version of the budget is complete and was emailed around by courtney, you need to review the budget and then we need to meet and discuss it.
  + **%75 done. I will schedule a budget meetin for wednesday August 12th**
* Finish reach out package to send potential school champions to give overview of the event and to recruit them
* Whats in the package:
  + overview of the event
  + past GCA numbers and success stories
  + value the event provides students and why they should participate
  + student testimonials
  + what we need from them
    - * **Goal:** give potential school champions a clear picture of what the GCA is and how it will benefit their students so they want to help us
  + **This is 80% done. I will finish it by Thursday August 13th**
* Sponsorship packages
* 1 version for Platinum and gold sponsors (cash)
* 1 version for silver and bronze sponsors ( in - kind)
* 1 version for game studio partners (in-kind)
* Local Sponsorship Deck
  + - **These are all 60% done. Aim to be done by August 17th. We need to finalize what we are offering sponsors**
* School Reach Out
  + email template prepared
    - Send Email including GCA package to our school contacts to onboard school champions
      * **Aim to start sending out emails to school champions by August 24th.**

**TrafficJam**

* Waitlist management
  + I am managing the waitlist, taking people off that didnt respond to the survey. This needs to be done through picatic since you can not do it manually
    - **WIll be completed by Wednesday August 12th.**
* participant blog piece finalize
  + First version is complete. Need to add in a section on the workshop and its done.
    - **85% complete. Will be complete by End of day today**