

	Task	Assigned to	Details	Deadline	Other Committees	Done
1	Evaluate Speakers	Donnie	Preview tapes 6:30 Fridays	10/31/2012		X
2	Pick final 3 speakers (Fri, Sat, Sun)	Donnie	Programing listens to the top 6 speakers and selects best three for final screening by Main Committee	11/5/2012	Main Committee	X
3	Contact speakers and send confirmation letters	Donnie	Make sure speakers accept engagement.	11/8/2012		X
4	Make speaker airline arrangements	Robin	Get airport info from speakers and work with Treasurer for payment	11/30/2012	Treasurer	
5	Make speaker hotel reservations	Sue J.	Verify flight arrivals and inform Hotel & Hosp	11/30/2012	Hotel & Hospitality	
6	Complete registration forms for speakers	Donnie	Get info from speakers	11/30/2012	Registration	
7	Find hosts for speakers	Donnie	Airport pickup and drop off. Play tour guide.	2/28/2013	Convention Guides	
8	Define workshop topics	Marcia & Jen	Submits ideas to programming	1/20/2013		
9	Confirm 30 workshop speakers	Marcia & Jen	Facilitates getting workshop speakers and sends letters	2/17/2013		
10	Confirm 30 workshop facilitators	Marcia & Jen	Manages list of volunteers to facilitate workshops	2/17/2013		
11	Prepare workshop kits	Marcia & Jen	Include PI statement, agenda with timeline, readings, topic, names	3/17/2013		
12	Workshop signs	Marcia & Jen	Give info	??	Arts & Graphics	
13	Fun & Games event	??	Needs to be developed	3/17/2012	??	
14	Engage and Confirm taping vendor	Robin	Get signed contract. Find out equipment needs.	9/30/2012	Jim S.??	X
15	Develop programs for main events	Trac	Develop programs for Sat Banquet	3/17/2013	Arts & Graphics for signage	
16	Develop program for convention	Open	List of all events, times, etc.	??	Arts & Graphics	
17	Transportation from Hotel to DECC and back	Sue J.	Make sure arrangments are made and included in program	2/17/2013	Hotel & Hospitality; Arts & Graphics	
18	Seating arrangements banquet, main speaker, entertainment	Tim & Donnie	Figure out logistics and oversee during event	2/17/2013	Hotel & Hospitality; Arts & Graphics	
19	Podium & PA needs all events	Tim & Donnie	Figure out logistics and oversee during event	2/17/2013	Hotel & Hospitality	
20	Reset of Lyric Room after breakfast	Tim & Donnie	Figure out logistics and oversee during event	2/17/2013	Hotel & Hospitality	
21	Reset of all rooms for speaker & workshops at Hotel	Tim & Donnie	Figure out logistics and oversee during event	2/17/2013	Hotel & Hospitality	
22	Cleantime countdown	Tim, Donnie, Amber	Figure out logistics and oversee during event. Amber to make signs.	2/17/2013		
23	Get free CDs from Tapeman	Robin	Label as a surprise gift and drop randumly in reg pkgs	3/17/2013	Registration	
24	Medalion Hunt	Spence	Organize medalion hunt. Tape set for prize	3/17/2013		
25	Memorium	Robin	Develop memorium for the addict who died			
26	Banquet Entertainment	Robin	Laurie music/Aaron Poetry	12/1/2012		X