<table>
<thead>
<tr>
<th>Owner(s)</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea</td>
<td>24</td>
<td>31</td>
<td>7</td>
<td>14</td>
<td>28</td>
<td>5</td>
<td>12</td>
<td>19</td>
<td>23</td>
<td>30</td>
</tr>
<tr>
<td>SPC</td>
<td>2</td>
<td>9</td>
<td>16</td>
<td>20</td>
<td>27</td>
<td>6</td>
<td>13</td>
<td>20</td>
<td>27</td>
<td>3</td>
</tr>
<tr>
<td>Victoria/UT/UBC</td>
<td>1</td>
<td>8</td>
<td>15</td>
<td>22</td>
<td>29</td>
<td>5</td>
<td>12</td>
<td>19</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Andrea</td>
<td>10</td>
<td>24</td>
<td>1</td>
<td>8</td>
<td>15</td>
<td>12</td>
<td>22</td>
<td>29</td>
<td>5</td>
<td>12</td>
</tr>
</tbody>
</table>

**Phase 0: Project Initiation**

- **Assemble Conference Planning Teams**
- **Set conference dates**
- **Pick Theme**
- **Conference Mission Statement**
- **Design Conference Program**
- **Arrange and Manage Strategic Planning Committee (Team Leads)**

**Phase 1: Conference Preparation & Execution**

1. **Finance Team**
   - **Check-in with Team Leads regularly (weekly)**
   - **Draft & Finalize budget**
   - **Prepare partnership proposal letter**
   - **Prepare sponsorship package**
   - **Apply for National Sponsorship**
   - **Apply for Provincial Sponsorship**
   - **Finalize sponsor list**
   - **Finalize sponsor recognition materials and expectations**
   - **Reimbursements**
   - **Sponsor Follow Up Emails**

2. **Marketing Team**
   - **Create awareness of conference**
   - **Design and share graphics (posters, website, social media)**
   - **Create website**
   - **Finalize content to publish (i.e., logos, mission statement, theme)**
   - **Create Registration Process (Eventbrite, etc.)**
   - **Create Marketing Package for Chapters**
   - **Unified/Connected Facebook page**

**Website opens for registration and abstracts.**

**Marketing Campaign Begins**

- **Worship Registration Opens**
- **Email OS chapter leaders**
- **Manage Posts on Facebook/Twitter**
- **Update and monitor website to include new content/graphics/news**

**2.2 Create conference delegate package**

- **Package outline**
- **Decide items to include in attendee package (incl FB forms)**
- **Compile resources for package**
## 2.24 - Print conference delegate package
- Owner: UBC/UT
- Task: Print conference delegate package

## 2.25 - Physically put package together
- Owner: UBC/UT
- Task: Physically put package together

## 2.31 - Manage Marketing Team Meetings
- Owner: Alicia
- Task: Manage Marketing Team Meetings

### 3.0 Education Team

#### 3.1 Summit Planning

- 3.11 - Brainstorm Keynote Speakers
- 3.12 - Contact top keynote Speakers
- 3.13 - Communicate expectations to leads and speakers
- 3.14 - Room Booked
- 3.15 - Check in with Gina, Granger, Dan (topic, updates, tech req)
- 3.16 - Speaker information submitted to Marketing Team for package
- 3.17 - Attendees Confirmed
- 3.18 - Collect personal contact information and bios from leads and speakers
- 3.19 - Book Team Building Activity
- 3.2 - Book Food
- Owner: Andrea

#### 3.2 Summit Leaders Package

- 3.21 - Package material outlined
- 3.22 - Package materials compiled from speakers
- 3.23 - Packages finalized/printed Attendee Contact/Bio list complete
- 3.31 - Manage Marketing Team Meetings, Coordinate across UBC/UT
- Owner: Andrea

#### 3.3 Storyboards

- 3.41 - Abstract Deadline
- 3.42 - Abstracts Compiled for Package
- 3.43 - Abstract Booklet Complete
- 3.44 - Storyboards PDF compiled for display?
- Owner: UBC/UT

### 4.0 Logistics Team

#### 4.1 Determine Venue Logistics

- 4.11 - Book Rooms
- 4.12 - Book Food
- 4.13 - Arrange UBC-UT teleconference technology (Twitter, Facebook Live?)
- 4.14 - Book Storyboard Boards
- Owner: Nicole

#### 4.2 Manage registration for conference

- 4.21 - Monitor Registration (weekly and then every day closer to the Con Date), providing status updates
- Owner: Nicole
<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
<th>Owner</th>
<th>Sept</th>
<th>Oct</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.22</td>
<td>Prepare materials for registration desk for the conference day (laptop, name</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>tags, printed copy of registered members, attendee package, wifi info etc)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.23</td>
<td>Print direction signs for the conference</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.24</td>
<td>Print name tags and registration</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Accommodation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.31</td>
<td>Decide on accommodation based on budget and numbers</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.32</td>
<td>Arrange accommodation for out of town participants</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Purchase guest gifts</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.41</td>
<td>Decide on gifts for speakers, breakout session leads</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.42</td>
<td>Purchase gifts for speakers, breakout session leads, judges</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Welcoming Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.51</td>
<td>Arrange welcoming/social activities for out of town guests for 3 nights</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.6</td>
<td>Coordinate booths for sponsors?</td>
<td>Nicole/Victoria</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.61</td>
<td>Manage Logistics Team, Meetings, Coordinate across UBC/UT</td>
<td>Nicole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.71</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference Day Duties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create duties for team members for conference day</td>
<td>SPC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assign duties to team members and review in team meeting</td>
<td>SPC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase 2: Conference Closing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emails</td>
<td>Send welcome message and preparation material for conference attendees</td>
<td>UT/UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Send thank you emails to attendees, speakers, breakout session leaders, faculty, venue admins etc</td>
<td>UT/UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting</td>
<td>Conduct final team meeting and social</td>
<td>UT/UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media</td>
<td>Post event photos on social media</td>
<td>Andrea</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transition</td>
<td>Prepare report summarizing confer Andea</td>
<td>UT/UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>