



2011 MOUNTAIN MAGIC LEADER WEEKEND - TIMELINE JANUARY 21st – 23rd, 2011

- FEB – Wrap-up and 2011 Pre-Planning. Review Lessons Learned. Set dates for next year's event and provide to council for publication in council calendar. Pick theme based on evaluations. Define tagline. Establish meeting dates/locations for planning year. Reserve meeting rooms/locations for planning committee meetings. Establish basic website for new year.
- MAR - Planning team kickoff! Review class and final evaluations. Send thank-you's and class evaluations to instructors. Finalize finances from previous year.
- APR - Plan preliminary timeline. Discuss changes needed for next event (changes to classes, organization). Establish preliminary planning committees and start filling slots. Provide save the date info to membership specialists for inclusion in area newsletters.
- MAY - Finalize timeline. Finalize committees. Establish committee chairs and begin to recruit volunteers for committees. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. Council staff to verify all volunteers are registered GS. NOTE: a lapse in service of one year or more will require a new background check.
 - Determine preliminary high-level committee budgets.
 - Confirm menu options with camp director (1st week); Finalize meal costs w/ Misty Mountain staff. (Menu will be decided at June Planning committee meeting from menu choices.)
 - Invite trainers from previous year to participate again this year; begin to secure classes and trainers; define class descriptions, supplies, and class cost needed from trainers.
- JUN - Finalize budget. Develop 1st draft registration flyers. Continue establishing classes/trainers. Committee chairs present draft committee weekend timelines.
 - Finalize high-level committee budgets
 - Finalize menu choices with camp staff
 - Confirm Badge & Sash participation for weekend
- JUL - Classes and trainers finalized. Entertainment committee to finalize framework for weekend events. Council requested class requisition forms submitted to council.

Publicity to provide save the date info to membership specialists for inclusion in area newsletters.

- AUG - Purchase check-in folders (usually 10/\$1 during Back to School sales) if they haven't been donated. Finalize registration flyers (1st week). Online registration live on website by 8/15. "Early registration" for staff/volunteers beginning 8/15. Publicity committee to prepare information to be shared at Cluster meetings announcing that registration packets are available online & promoting event. Register campers as forms come in and deposit checks max every 2 weeks; email confirmations sent w/in 2 wks of registration.
- SEP – 9/1 - Prior attendees will receive email notification that registration packets are available online. Publicity committee representative attend cluster meetings to promote event and answer questions. Council staff to verify all participants/instructors are registered GS (exception: professional instructors). Register campers as forms come in and deposit checks max every 2 weeks; email confirmations sent w/in 2 wks of registration.
- OCT – Reconfirm final menu choice with MM staff. Entertainment committee to provide details of supplies needed for confirmation letters. Register campers as forms come in and deposit checks max every 2 weeks; email confirmations sent w/in 2 wks of registration. Council staff to verify all participants/instructors are registered GS (exception: professional instructors); Council staff to re-verify all volunteers are registered GS. Fall planning committee retreat.
- NOV - "Early registration" ends 11/14 for "discount"; Register campers as forms come in; email confirmations sent w/in 2 wks of registration. Council class final supply list provided to Katie Bower. First email to class instructors with tentative class numbers on 11/15. Council staff to verify all participants/instructors are registered GS (exception: professional instructors). Draft email confirmation packets ready.
- DEC - Registration 11/15 - 12/15 + \$10. 2nd email to class instructors with preliminary "final" class counts on 12/20. Registration Cutoff 12/15. Register campers as forms come in; email confirmations sent w/in 2 wks of registration. Council staff to verify all participants/instructors are registered GS (exception: professional instructors). Email confirmation packets sent to participants NLT 12/31.
- JAN - Provide Camp Director # of vegetarian meals needed & food allergies & final meal counts. Door prize donations finalized; trainer gifts purchased, all committee work finalized. Broadcast reminder email to all participants (ensure you have your class supplies, packing list, etc.) Have first-timer conference call (recorded) to answer last minute questions. SUCCESSFUL EVENT HELD!!
- FEB - All invoices paid, planning committee survey review/lessons learned, & celebration!