

2014-2015 MOUNTAIN MAGIC LEADER WEEKEND - TIMELINE

JANUARY 23rd - 25th, 2015

- MAR - Planning team kickoff! Review evaluations. Review finances from previous year and begin current year budget planning. Discuss changes needed for next event (changes to classes, committee organization). Establish preliminary planning committees and start filling slots.
- APR - Establish committee chairs and begin to recruit volunteers for committees. Plan preliminary timeline. Submit "Beyond the Troop Event" form to council office. Complete "Beyond the Troop Event Application" and "SU Event Emergency Plan" and submit for approval (must be done before event can be advertised by council). Provide save the date (Jan. 23-25, 2015) info to membership manager (Bebe Joyner) for inclusion in area newsletters. 4/1 – submit Troop Camping form to council to reserve units.
- MAY - Finalize timeline. Finalize committees. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. Re-establish technology sub-committee to determine if we can offer a BASIC online registration for 2015. 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. Council staff to verify all planning committee volunteers are registered GS. NOTE: a lapse in service of one year or more will require a new background check. Also, if it has been ≥ 3 years, a new background check is required. Determine preliminary high-level committee budgets. Confirm menu options with camp director (1st week); Finalize meal costs w/ Misty Mountain staff. (Menu will be finalized at June Planning committee meeting.)
- JUN - Finalize budget. Develop 1st draft registration flyers. Continue establishing classes/trainers. Committee chairs create "operations manual" for their committee's work activities (activities prior to and during the weekend) – this should be a "brain dump" of what goes on in each committee – submit to Marie L. to be posted on website.
 - Finalize high-level committee budgets
 - Confirm Badge & Sash participation for weekend (if it will be offered)
- JUL – Continue establishing classes/trainers. 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. Purchase check-in folders (usually 10/\$1 (or sometimes one cent) during Back to School sales) if they haven't been donated. (2010 back-to-school week was 7/11 – 7/17). Develop preliminary t-shirt concept and cost. Complete first draft of registration information packet (excludes class schedule).
- AUG - Purchase check-in folders (usually 10/\$1 during Back to School sales) if they haven't been donated or purchased. Classes/trainers must be finalized by 8/5. Publicity committee to prepare information to be shared at Cluster meetings announcing that registration packets are available online & promoting event. Finalize t-shirt design and cost for inclusion in registration flyer. Review final registration flyer at Aug Committee meeting. Make final changes/complete registration flyers and information packet (8/26) and email to Marie L.

- SEP – “Preferred registration” (including online registration, if available) for staff/volunteers will be available beginning 9/8 (9/8 – 9/14 “preferred registration”). “Early bird registration” for all will begin 9/15. Prior attendees will receive email notification that registration packets are available and registration has begun on 9/15. Publicity committee representative attend cluster meetings to promote event and answer questions. Register campers as forms come in and deposit checks max every 2 weeks; email confirmations sent w/in 2 wks of registration. Create preliminary patch designs.
- OCT – “Early Bird Registration” continues through 10/31 (“Early Bird registration” ends 10/31 for “discount” – must be postmarked by 10/31; website to be updated at midnight to reflect new pricing). Entertainment committee to provide details of supplies needed for participant confirmation letters/packing list. 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 Planning Committee volunteers are registered GS. Hold fall planning committee retreat. Finalize patch design and get price quote from Snappy Logos. Finalize weekend agenda.
- NOV – “Regular Registration” 11/1 – 11/30 includes + \$10 fee. Registration Cutoff 11/30 – must be postmarked in Nov. Register campers as forms come in; email confirmations sent w/in 2 wks of registration. Final council class list provided to Katie Bower. Council staff to continue to verify all participants are registered GS. Draft email confirmation packets ready. **First** email to class instructors with preliminary class numbers by 11/15.
- DEC – Order patches 1st of Dec. **Second** email to class instructors with preliminary “final” class counts on 12/15. Register campers as forms come in; email confirmations sent w/in 2 wks of registration. Council staff to continue to verify all participants are registered GS. Email participant confirmation packets sent NLT 12/15 – participants must request class changes, corrections, etc. NLT 12/30. **FINAL** class counts provided to instructors on 12/30 (class reimbursement max budget will be based on this number).
- 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.) two weeks prior to the event. Have first-timer conference call (recorded) on 1-2 weeks prior to event to answer last minute questions. Participant check-in stuffing AT CAMP (night before start of event). **SUCCESSFUL EVENT HELD!!** During event, tally votes for next year’s theme and announce winner. Prepare reimbursements for all trainers/committee members that submit receipts/reimbursement form by end of day Saturday night event. Develop verbiage to be sent in final email to participants.
- FEB - Wrap-up and next year Pre-Planning. Email class completion certificates to participants. Review Lessons Learned. Confirm dates for next year’s event and provide to council for publication in council calendar. Define tagline. Establish meeting dates/locations for planning year. Reserve meeting rooms/locations for planning committee meetings. Establish basic website for next year. Send thank-you notes and class evaluations to instructors. Finalize finances from previous year. All invoices paid, planning committee survey review, & celebration!