

## 2016-2017 MOUNTAIN MAGIC LEADER WEEKEND - TIMELINE

JANUARY 20<sup>th</sup> – 22<sup>nd</sup>, 2017

- MAR - Planning team kickoff! 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. Classes/workshops committee summarizes class evaluations and prepares report to review in April.
- 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. 20-22, 2017) info to council POC (Melissa Fisher) for inclusion in area newsletters. 4/1 – submit Troop Camping form to council to reserve units. Create Google Docs form for instructor input of class details and pictures (this will create xls spreadsheet for direct import into database and website). Review class evaluations. Confirm menu options with camp director (1<sup>st</sup> week); Finalize meal costs w/ Misty Mountain staff. (Menu will be finalized at June Planning committee meeting.) Committee chairs to update "operations manual" for their committee's work activities (activities prior to and during the weekend).
- MAY - Finalize timeline. Finalize committees; committee chairs to provide list of all committee members to Lianne and Lianne to update team roster. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. 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 (chairs and members) are registered GS. NOTE: a lapse in service of one year or more will require a new background check. Also, if it has been  $\geq 3$  years, a new background check is required. Council to identify those individuals that need new background check. Finalize menus with camp staff. Committee chairs update "operations manual" for their committee's work activities (activities prior to and during the weekend). Develop preliminary t-shirt concept and cost.
- JUN - Determine preliminary high-level committee budgets. Develop 1st draft registration flyers. Continue establishing classes/trainers. Reconvene technology sub-committee to determine if we can offer an enhanced online registration for 2016, including automatic feeds to database and class changes. Committee chairs finalize "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. Confirm Badge & Sash participation for weekend (if it will be offered). Discuss philanthropy project options for current year.
- JUL – Finalize high-level committee budgets. Classes/trainers must be finalized by 7/1. Finalize philanthropy project details. Entertainment committee to finalize framework for weekend events. 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. Complete first draft of registration information packet. Complete class schedule by 7/15. Begin inputs for online registration. Review final registration flyer at July Committee meeting. Make final changes/complete registration flyers and information packet. Publicity committee to prepare information to be shared at Cluster meetings announcing that registration packets are available online & promoting event.
- AUG - Purchase check-in folders (usually 10/\$1 during Back to School sales) if they haven't been donated or purchased. Finalize t-shirt design and cost for inclusion in registration flyer. Publicity committee to share

event information at Volunteer Leadership Conference (early August) promoting event. Get online store up/running.

- SEP – “Preferred registration” (including online registration, if available) for staff/committee will be available 9/5 – 9/14; instructors may begin registration 9/8 – 9/14. “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. Council requested class requisition forms submitted to council (wait until online registration is LIVE and confirm ebiz sign-up procedures with council). Publicity committee representatives to 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.
- OCT – “Early Bird Registration” continues through 10/31 (“Early Bird registration” ends 10/31 for “discount” – checks 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. Hold fall planning committee retreat. Create preliminary patch designs. 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 Keith Vann/training department. Finalize patch design and get price quote from patch vendor. Draft email confirmation packets ready. **First** email to class instructors with preliminary class numbers by 11/15.
- DEC – Order patches by Dec 5th. **Second** email to class instructors with preliminary “final” class counts on 12/15. 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. Close participant changes to class schedules 12/14. Email participant confirmation packets sent NLT 12/15 – participants must request class corrections 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 overall feedback forms and create 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!