

Updated 7/11/2019

## 2019-2020 MOUNTAIN MAGIC LEADER WEEKEND - TIMELINE

JANUARY 24-26, 2020

- MAR - Planning team kickoff! Wrap up finances from previous year. Discuss changes needed for next event (changes to classes, timeline, committee organization, etc.). Plan preliminary timeline. Establish preliminary planning committees and start filling slots.
- APR - Review finances from previous year and begin current year budget planning. Finalize timeline. Establish committee chairs and begin to recruit volunteers for committees. 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. 25-27, 2019) info to council POC (Tiffany Edwards) 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) by April 20th. Review class evaluations. Confirm menu options with camp director; Finalize meal costs w/ Misty Mountain staff. (Menu will be finalized at May Planning committee meeting.) Committee chairs begin to update "operations manual" for their committee's work activities (activities prior to and during the weekend). Invite committee 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.
- 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 non-committee 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. Discuss philanthropy project options for current year. Entertainment committee to develop high-level framework for weekend events.
- JUN - Determine preliminary high-level committee budgets. Finalize philanthropy project details. Entertainment committee to finalize framework for weekend events. Develop 1st draft registration flyers. Continue establishing classes/trainers. Reconvene technology sub-committee to determine if we can offer an enhanced online registration for 2020, 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. Continue work on classes/trainers.
- JUL – Finalize high-level committee budgets. FINAL Classes/trainers (stragglers) by 7/15. Publicity to provide save the date info to council 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. Publicity committee to prepare information to be shared at July 13<sup>th</sup> training conference and the September VLC announcing when registration packets will be available online & promoting event. Review preliminary detailed overall weekend schedule with entire committee. Entertainment committee to provide details of supplies needed for registration packet/participant confirmation letters/packing list.
- 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. Make final

Updated 7/11/2019

changes/complete registration flyers and information packet. Review final registration flyer at Aug Committee meeting. Complete class schedule by 8/15. Finalize detailed overall weekend schedule. Publicity to check council calendar for opportunities to promote event. Begin inputs for online registration late August.

- SEP – Complete online registration entries. Publicity committee to share event information at Volunteer Leadership Conference (Sept 14, 2019 @ Gwinnett Infinite Energy Center **\*\*NOTE CHANGE**) promoting event. Get online store up/running. Publicity to attend SU meetings to promote event (Sept/Oct). Hold fall planning committee retreat– Misty Mountain (Echo Hill), **9/6-9/8\*\*** NOTE CHANGE.
- OCT – “Preferred registration” (including online registration) for staff/committee will be available 10/1; instructors may begin registration 10/7 – 10/14. Early bird registration for all will begin 10/15 and end on 10/31. Regular registration 11/1 – 11/30. Prior attendees will receive email notification that registration packets are available and registration has begun on 10/15. Council requested class requisition forms submitted to council on 10/15 (wait until online registration is LIVE and confirm LARC sign-up procedures with council). Create preliminary patch designs.
- NOV – Website to be updated at midnight 11/14 to reflect new pricing (“Early Bird Registration” ends 11/14 for discount) “Regular Registration” continues (space available) starting 11/15; registration cutoff 11/30. Regular Registration 11/15 – 11/30 includes + \$10 fee. 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. Email class instructors preliminary class counts those classes WITH LOW ENROLLMENT by 11/15 (may cancel classes at this time).
- DEC – Order patches by Dec 5th. **FIRST** email to all 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 12/7. Email participant confirmation packets sent NLT 12/10 – participants must request class corrections NLT 12/17. **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. 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 (**Jan. 9**). Have first-timer conference call (recorded) on **January 10** (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. Confirm dates for next year’s event and provide to council for publication in council calendar.
- FEB - Wrap-up and next year Pre-Planning. Review overall feedback forms and create Lessons Learned. 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. Classes/workshops committee summarizes class evaluations and prepares report to review. Finalize finances from previous year. All invoices paid, planning committee survey review, & celebration!