

## 2021-2022 MOUNTAIN MAGIC LEADER WEEKEND - TIMELINE

JANUARY 21-23, 2022

- 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. Approve SU Camporee contract and pay deposit to council. Finalize finances from previous year.
- APR - Review finances from previous year and begin current year budget planning. Finalize timeline. Establish committee chairs and begin to recruit volunteers for committees. Create Google Docs form for instructor input of class details and pictures (this will create Excel spreadsheet for direct import into database and website) by April 20th. Review class evaluations. 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. Submit application for committee fall retreat to council (or determine alternate retreat plan).
- MAY - Contingency and long range planning discussions. 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 checks. 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. Finalize scrapbook and send to Forever for scanning (wait for scanning sale in Jul/Aug/Sep) - not applicable to 2022
- 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 2021, 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 (or 2 months before registration open). Publicity to provide save the date info to council for inclusion in area newsletters. Purchase check-in folders if needed (usually 10/\$1 during Back to School sales) if they haven't been donated. Publicity committee to prepare information 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 - FINAL Classes/trainers (stragglers) by 8/15 (or 8 weeks before registration opens). Purchase check-in folders if needed (usually 10/\$1 during Back to School sales) if they haven't been donated or purchased. Finalize t-shirt/tote bag design and costs for inclusion in registration flyer. 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 – Make final changes/complete registration flyers and information packet. Review final registration flyer at Sep Committee meeting. Publicity to attend SU meetings to promote event (Sept/Oct). Hold fall planning committee retreat in Sep/Oct (date/location TBD). Complete digital scrapbook and be ready to order committee copies during fall sales. Not applicable for 2022. Confirm menu options with camp director. (Menu will be finalized at Oct. planning committee meeting.)

- OCT – Complete online registration entries. Get online store up/running (include t-shirts/tote bags and past/current scrapbooks (may not be able to add scrapbooks if scanning/creation of digital scrapbooks not complete due to scanning not complete?). Beta testing will begin 10/1; instructors/committee will begin registration 10/7 – 10/14 (10/7-10/8 for committee, 10/9-10/14 instructors). 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. Finalize menus with camp staff.
- NOV – Website to be updated at midnight 11/1 to reflect new pricing (“Early Bird Registration” ends 10/31 for discount). “Regular Registration” continues (space available) starting 11/01; registration cutoff 11/30. Regular Registration 11/01 – 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). ~~Place pre-order of scrapbooks for MMLW planning committee members (wait for 50%+ off sales in Nov/Dec). not applicable in 2022.~~
- 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 OR cancel registration (for refund minus processing fee) 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. 7**). Have first-timer conference call (recorded) on **January 11** (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. Place final order for shirts/tote bags ordered at camp. Place order for previous year scrapbooks ordered at camp. Take down online ordering from our website when final orders have been placed.
- FEB – Committee members and trainers **MUST** submit forms for reimbursement by Feb. 15<sup>th</sup>. Submit SU Camporee Application for next year (must be done before event can be advertised by council). Provide save the date info to council POC (**Joanna Biggers**) for inclusion in area newsletters. Mail scrapbooks and tshirts/tote bags ordered at camp to participants. Wrap-up and next year Pre-Planning. Review overall feedback forms and create Lessons Learned. Define tagline. Establish meeting dates/locations for planning year. Complete 2022 digital scrapbook by end of February for ordering. 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. All invoices paid, planning committee survey review, & celebration!