

## Project Planner #1

CAMS Girls Build LA

Project Planner: Ocean Cleanup and Water Sample BPA Testing

### Project Overview

<b>Project Name:</b>	Beach Cleanup and Water BPA Detection
<b>Date:</b>	March 21 and 22
<b>Location(s):</b>	San Pedro Beaches, Point Fermin Tidepools (near Cabrillo Marine Aquarium), Torrance Beach
<b>Description:</b>	Beach cleanup and water sample collection for BPA testing.
<b>Purpose:</b>	The purpose is to remove plastic and other trash from beach areas together and collect water samples from oceans and tidepools to test for BPA.
<b>Time of Event:</b>	9am to 12pm
<b># of Anticipated Guests:</b>	50 people
<b>Special Guests:</b>	Cabrillo Marine Aquarium Staff/Volunteers
<b>Materials Needed for Event:</b>	We need food, posters, bags to store trash, test tubes, tape

### 3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Shua	Done
Hold planning meeting for event goals and details (How often? When? Where?).	Weekly during lunch on Fridays	Done

Establish job <a href="#">responsibilities</a> (see example) - consider publicity/social media, speakers, photographer, greeters, runners, etc.	Done at Retreat	Done
Determine funding and budget (are these school approved?).	Hannah	12/17
Reserve date on key attendees' calendars.	Shua	12/31
Reserve event space - follow school protocol for reserving space and getting on school calendar.	Jeannie	12/17
Determine date of event and reserve venue.	Jeannie	12/31
Confirm speakers and speakers' needs.	Shua	1/7
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)	Alexis	1/2
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Jeannie and Shua	12/20
Website: Add an 'Events' page on your Weebly site with information about your event.	Julianne	12/20

### 3-4 Months Before the Event

Activity	Person Responsible	Due Date
Social Media Materials	Shua and Jeannie	Ongoing

### 1 Month Before the Event

Activity	Person Responsible	Due Date
Postering School	Shua and Alexis	2/10
Website	Julianne and Alexis	2/7

### 1 Week Before the Event

Activity	Person Responsible	Due Date
Create run of show (from set-up to clean-up.	Shua, Alexis, Jeannie, Hannah	TBD

Assign 2-3 floaters that will oversee all the different areas of your event and establish communication strategy for the day (texting, walkie talkies, etc.)	Shua, Alexis, Jeannie, Hannah	TBD
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### 24 Hours Before the Event

Activity	Person Responsible	Due Date
Send reminder email to your volunteers and guests.	Jeannie	TBD
Ask on social media (school facebook group and personal social media like Instagram) a last call for anyone who wants to join in beach cleanup	Shua	TBD

### Day of the Event

Activity	Person Responsible	Due Date
Split into teams cleaning different areas		TBD
Take water samples		TBD
Collect and quantify trash collected		TBD

### 1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.	Jeannie	TBD
Complete written evaluation of the event with suggestions for future events.	Alexis	TBD
Coordinate event story and photographs with Social Media Manager.	Shua	TBD
Add images to the website.	Julianne	TBD
Write up a description about the event for the website.	Shua	TBD
Conduct BPA indicator tests of collected water samples and record data	Shua and Kaili	TBD