

## Project Planner #2

CAMS Girls Build LA  
Project Planner: School Plastic Pollution Discussion Forum

### Project Overview

<b>Project Name:</b>	School Plastic Pollution Discussion Forum
<b>Date:</b>	April 20th
<b>Location(s):</b>	California Academy of Mathematics and Science
<b>Description:</b>	A presentation about plastic pollution and our results after testing for BPA in local beaches, followed by a group discussion about plastic pollution.
<b>Purpose:</b>	The purpose is to get people to engage in discourse about plastic pollution and learn more about its impact.
<b>Time of Event:</b>	11:45am-12:10pm
<b># of Anticipated Guests:</b>	30 people
<b>Special Guests:</b>	TBD
<b>Materials Needed for Event:</b>	We need information sheets, snacks

### 3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Shua	1/10
Hold planning meeting for event goals and details (How often? When? Where?).	Weekly during lunch on Tuesdays	1/10
Determine funding and budget (are these school approved?).	Hannah	1/12

Reserve event space - follow school protocol for reserving space and getting on school calendar.	Jeannie	1/12
Determine date of event and reserve venue.	Jeannie	1/12
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Lydia	1/12
Website: Add an 'Events' page on your Weebly site with information about your event.	Kaili and Jeannie	1/12

### 1.5 Months Before the Event

Activity	Person Responsible	Due Date
Create presentation	Whole team	2/14
Video and Photos	Irene	2/14
Social Media Materials	Shua and Jeannie	2/14

### 1 Month Before the Event

Activity	Person Responsible	Due Date
Presentations	Whole team	3/16
Postering School	Whole team	3/16

### 1 Week Before the Event

Activity	Person Responsible	Due Date
Confirm speakers for presentation and rehearse.	Shua	4/13
Promote on social media.	Kaili	4/13

### 24 Hours Before the Event

Activity	Person Responsible	Due Date
Send reminder email to your volunteers and guests.	Shua	TBD
Promote on social media to students and faculty.	Whole team	TBD

### Day of the Event

Activity	Person Responsible	Due Date
Begin setup in morning before your event. This includes setup of chairs, tables, podium, food, water, check-in table, signage, etc.	Jeannie	TBD
Make sure presentation works.	Hannah	TBD

### 1-3 Days After the Event

Activity	Person Responsible	Due Date
Coordinate event story and photographs with Social Media Manager.	Shua	TBD
Add images to the website.	Alexis	TBD
Send out google form asking people what they learned from the discussion and if they feel more informed about plastic pollution	Jeannie	TBD
Write up a description about the event for the website.	Alexis	TBD