

Event Date: Wednesday, 10/27				
Event Time: 10am-1pm				
Schools Served: Boltz, Preston, CLP, Lincoln				
Coordinator: Nick Peterson				
Task	Deadline	DRI	Status	Notes
Make flyer	ASAP	Nick Peterson	Complete	
Recruit adult presenters	ASAP	Nick Peterson	Complete	Need help and contacts
Obtain district permission	ASAP	Nick Peterson	Complete	Will submit for approval by 9/24
Confirm location	ASAP	Nick Peterson	Complete	Angie Peach confirmed FRCC Gray's Peak
Confirm large group presentation setup <small>(chairs, tables, projector, screen, microphone)</small>	ASAP	TBD	Complete	
Confirm tour guides, timing, and plan	ASAP	TBD	Complete	
Confirm food funding and payment logistics	ASAP	TBD	Complete	Ann Hutchison offered around \$500
Source food and place order <small>(remember drinks, alternative diets, plates, silverware, napkins)</small>	ASAP	TBD	Complete	Need help and contacts
Confirm bussing funding	ASAP	Nick Peterson	Complete	
Apply for bussing from district	ASAP	Nick Peterson	Complete	
Promote and recruit attendees from eligible schools <small>(over-sell to account for expected absences/quarantines)</small>	ASAP	Nick Peterson	Complete	Will probably distribute a "save the date" shortly
Ask FRCC admissions for any fun promotional giveaways	10/10	TBD	Complete	Angie Peach?
Finalize attendee roster and adjust accordingly	10/20	Nick Peterson	Complete	
Re-confirm with presenters, facilities, food, bussing, etc.	10/20	Nick Peterson	Complete	