Modularization of Road to Success – Campus-wide Event (2012)

**Central Coordinating Group**
- Liaison with IVC
- **Evening Students’ Group**
  - Plan for evening students

**All Design and Printing Group**
- Work with design for getting posters revised for dates; printing
- RTS brochures, road card, lottery tickets
- KTD / IVC – dates
- Re-use current inventory, with stickers, where possible
- Several requests for more advanced advertising

**Signage/Announcement Group**
- Once announcement posters are printed, put up around campus (ideally two weeks before event dates)
- Day before: have arranged with Facilities to have large banners put up
- Day-of: have ‘team’ put out directional signs; before event, refurbish any signs from last year
- Balloons; pick-up and deliver to each table
- Day-after: take down all posters

**“Event-in-the-Box” Group**
- Take current inventory
- Order needed items / purchasing
- Pick up from Costco – candy, etc.
- Get empty boxes (Repro)
- Friday before event – have a “all hands on deck” to put boxes together
- Deliver boxes on Monday

**Scheduling Group**
- Work with all departments and groups to get tables staffed by faculty and staff members; get Table Captains (ideal)
- Place order with Facilities for tables and chairs to be delivered for event dates
- Get information on “Modernization” schedule to know what will/won’t work for event dates (physically)

**Post-Event Group**
- Collect boxes, sort and store surplus supplies
- Prepare and deliver ‘thank-you’ gift to staff/ faculty participants
- Student surveys
- Prepare Survey Monkey for staff/faculty feedback on event; how to keep improving