

# Timeline of Tasks to Be Completed

## AMS WeatherFest Timeline, 2014/2015

### **Winter**

WeatherFest Committee solidified for year ahead

Subcommittee for TeacherWorkshop Presenters

Connect with other ed committees - AMS Education Session Leads - maintain correspondance; send minute

### **Spring**

New Committee Members on board

Roles and Needs Solicited

SWAT of past weatherfest event and review of public and exhibitor surveys

Committee full and Roles/responsibilities confirmed

3 co-chairs; 3 others: local and national marketing, sponsorship, evaluation, workshop lead

Local chair(s) and local teacher rep determined

Confirmation of space for WeatherFest and space for Teacher Workshop (AMS)

Subcommittees for WeatherFest Scholarship awards

Subcommittee for TeacherWorkshop Presenters/Agenda

### **Summer**

Website up-to-date with forms, applications, new video, correct info

Market Event via Atlanta "things to do" websites, papers

Teacher Workshop presenters solicitation up and actively sought online & directly

Teacher Enrollment online and up and running

Emcee and local entertainment sought and ideally confirmed for WeatherFest

8/30 Deadline for Workshop Presenter Applications

Presenters notified for teacher workshop and acceptances/confirmations obtained

Regret letters sent to presenters not selected

Ribbon cutting selection and invitations

Secure Photographers and keep them in the loop re: event

Marketing to Teachers for Workshop

Mini Talks during WeatherFest Room Reserved

Mini Talks during WeatherFest - how marketed during WeatherFest and before? TBD

### **October**

Updated exhibitor list - Run 1

October 15 – 20<sup>th</sup>, WeatherFest Scholarship Rejection Letters out

Oct. 5-10, WeatherFest Scholarship Acceptance letters out

Travel information disseminated to scholarship recipients along with shipping info; store info; marketing info (think about what else you would want if you were new to it)

**Nov.**

Updated Exhibitor list – Run 2

Volunteer solicitations go out. Ideal number is 40 at staggered times.

Door prizes solicited through exhibitors and informally from committee (letter sent)

Include in letter Survey Monkey survey pre and post event!!!!

Weather 101 Agenda confirmed

Teacher Workshop agenda fully confirmed Local Marketing Plan ready to implement

**Dec./Jan.**

Mobile Phone numbers of key personal distributed.

Updated Exhibitor list – Run 3

Final Exhibitor List – posted online each year

Volunteer schedule developed, confirmed and disseminated

Weather Art Table volunteer support???

Snacks: popcorn, water (sponsor???)

Photographer ready to go. Helpers determined as needed.

**Event:**

Weather 101; Weather Ready Nation Scout Event

Volunteers in action

Surveys for Exhibitors and Attendees

Passports and reward for children who participate

WeatherArt table

Floater for booth awards

Door Prizes, Raffles

**Misc. Questions**

Conference rooms or Convention Center rooms are reserved for teacher workshops and location well marketed in online resources?

Weather 101

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