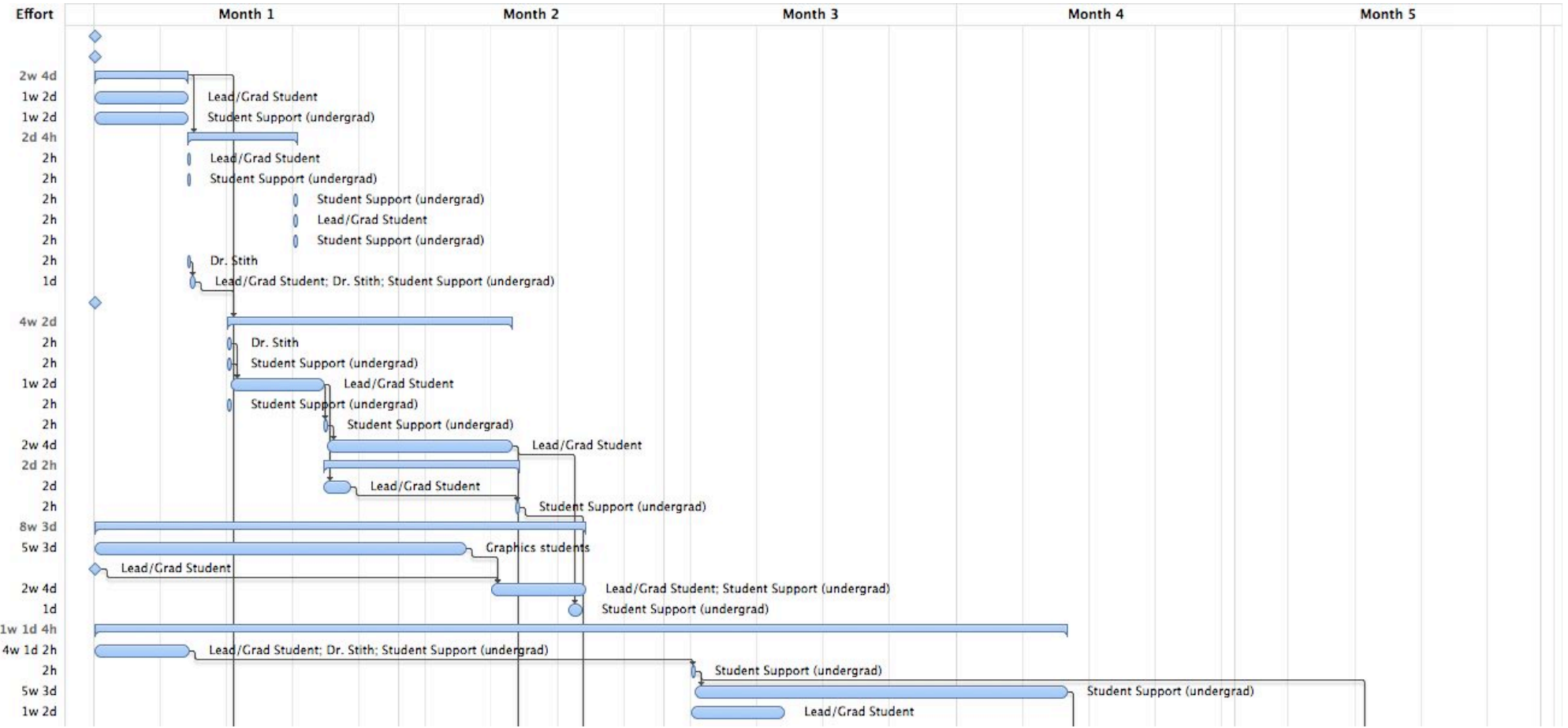




Task

- ◆ 1) KIIC Guest Lecture Series
- ◆ 2) Roles and responsibilities
- ◆ 3) 1.1 Project team
 - 4) Assign project team and contact numbers,...
 - 5) Gather contact information and create group...
- 6) 1.2 Roles
 - 7) Assign one KIIC team member to each date ("KIIC...)
 - 8) Assign resource (s) to manage RSVPS
 - 9) Assign photographer, give dates
 - 10) Dedicate staff to advertising
 - 11) Assign Ursuline AV point person
 - 12) Assign Wiki master
 - 13) Meet and communicate roles
- ◆ 14) Begin Planning
- 15) Dates
 - 16) Determine amount of sessions
 - 17) Check faculty lecture dates
 - 18) Determine dates
 - 19) Find space for max 100 people
 - 20) Secure space for each date
 - 21) Create KIIC master calendar
- 22) Speakers
 - 23) Secure speakers for each date
 - 24) Determine if speaker wants do use power point or...
- 25) Advertising
 - 26) Create ad copy (project-wide)
 - ◆ 27) Determine advertising means and approach
 - 28) Advertise
 - 29) Prepare copies of calendar of all events to be...
- 30) Attendees
 - 31) Create invitee list
 - 32) Send out invitations
 - 33) Track RSVPs
 - 34) Approach professors whose courses are pertinent...



- 35) 2.5 Wiki 1d
- 36) Create Wiki repository 1d
- 37) Post calendar 1w 2d
- 38) Post roles and responsibilities 1w 2d
- 39) F&B 2d 2h
- 40) Determine food budget 2h
- 41) Determine food headcount (suggest: RSVP results +... 1d
- 42) Order food 1d
- ◆ 43) Room Setup 2h
- 44) Provide AV (audio visual) requirements and room setup... > 3d 2.75h
- 45) Execute > 3d 2.75h
- 46) Introductions > 2d 4.75h
- 47) KIIC host to meet speaker 15 minutes early @... 2h
- 48) Introduce speaker to key players (honored guests) 2h
- 49) Place microphone the GS 2h
- 50) Host > 2d 4.75h
- 51) Seat attendees 2h
- 52) Introduce speaker (begin lecture) > 0.75h
- 53) If speaker requested time monitoring, monito... 2h
- 54) Take pictures for publication 2h
- 55) Conclude 1d 6h
- 56) Conclude lecture. Assist with program... > 1.5h
- 57) Thank the GS. Mention the next session. ... < 0.5h
- 58) Post Photos. 4h
- 59) 1d

