

Logistics Committee Action Plan Matrix

Goal: To foresee potential complications and ensure the smooth operation of overall event.

Helen Harrison (Chair), Tricia Degree, Kerry Thompson (DJ/Music), LaToya Henderson, Anne Beckwith, Sam Bryan (food/Trosa),

Action Steps <i>What Will Be Done?</i>	Responsible Person	Timeline <i>By When? (Day/Month)</i>	Resources <i>A. Resources Available B. Resources Needed (financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or organizations might resist? B. How?</i>	Communications Plan <i>Who is involved? What actions? Status?</i>
Action 1: Coordinate with School Liaison Committee to confirm event date with DPS, develop timeline for activities and solicit and coordinate event volunteers.	Logistics Chair Helen Harrison		A. B.	A. B.	a. Collaborate with Ruth to identify & confirm DPS graduation date. Status: Met & confirmed June 12th as event date. (1/29) b. Develop timeline for activities. Status: No progress to report. (2/19) c. Develop method to solicit volunteers. Status: No progress to report. (2/19) d. Develop a plan to utilize and coordinate event volunteers. Status: No progress to report (2/19) e. Helen to find out 2015 project graduation date
Action 2: Negotiate rental contract with Durham Convention Center (DCC) and determine and document DCC contact, building access schedule, event setup timeline	Helen		A. B.	A. B.	a. Helen will find out about event insurance Status: b. Helen will get room dimensions of the convention center Status:

<p>Action 3: Solicit and secure DJ, action games provider, Rotary Club blackjack dealers, photographer and clown, collaborate with Treasurer to pay bills</p>	<p>Kerry, Tricia, Toya, Helen</p>				<p>a. DJ information - Kerry Status: \$600 - 3/9</p> <p>b. Ballons and decorations - Kerry Status:</p> <p>c. Karoke - Toya Status:</p> <p>d. Helen to provide Kerry with info from last year on photo booth. Status: 3 booths for 4 hrs are \$1895 from Classic Carolina Photobooth, will get information for just 1 2/27 1 booth is \$695 - 3/9</p> <p>e. Casino games - Helen Status:</p> <p>f. Magician - Helen Status:</p> <p>g. student volunteers from NCCU - kerry Status:</p>
<p>Action 4: Solicit and secure event caterers to include custom cake, TROSA catering, Coca Cola and 25 local restaurant donors, coordinate confirmation calls & pickup/delivery schedules, determine current DPS warehoused</p>	<p>Helen Sam</p>				<p>a. Helen will find out about the cake Status:</p> <p>b. Sam will organize food, should provide list of committed donors to date Status:</p> <p>c. Someone will need to find about the plates/utensils, condiments Status:</p>

<p>plates/utensils inventory and procure additional supplies to include condiments</p>					
<p>Action 5: Purchase/solicit prizes, set up prize room, coordinate volunteers to assist with event-night game activities and prizes to include dispensing of written guidelines to registrars and blackjack dealers.</p>	<p>Anne</p>				<p>a. Anne will purchase/solicit prizes and organize how to distribute Status: Caddell stated that some of the seniors suggested containers for storage in dorm rooms, Walmart and Target gift cards and dorm lamps as prizes. (2/11)</p>