

Public Service Community School W.E. Stand - Women's Empowerment Club Project/Event Planner - Youth Outreach

Event Name:	Elementary, Middle, and High School Outreach Workshops
Date:	Diego Rivera Learning Complex (April 3rd, 10th, 24th; May 8) Edison Middle School: April 3rd (postponed - TBD) Miramonte Elementary School (TBD)
Location(s):	<ol style="list-style-type: none"> 1. Diego Rivera Learning Complex 2. Edison Middle School 3. Miramonte Elementary School
Description:	<p>A Workshop Series aimed at empowering young girls in elementary school and young women in middle and high schools.</p> <p>Grade/Age appropriate workshop topics include:</p> <ul style="list-style-type: none"> ● Incorporating self-affirmations into our daily routine ● Defining empowerment, leadership, and identifying role models ● What is and what isn't consent? ● Ensuring access to feminine hygiene products in schools ● Overcoming gender bias and stereotypes <p>Lead up Events/Campaigns:</p> <ul style="list-style-type: none"> ● Empowerment/affirmation pledge & bracelets ● Bathroom affirmations (positive messages on mirrors and stalls) ● Feminine products petition, hygiene kits, and e-mail blasts to student board member, superintendent's student advisory council, superintendent, local school board members, and student involvement, development and empowerment unit
Purpose:	<p>The purpose is to promote health and wellness through empowering girls and young women to become self-advocates and advocates for others. Participants will build self-esteem, identify positive role models, learn about sexual consent, break barriers of gender bias and stereotypes, and ensure that low income students gain access to free feminine products. We seek to improve the social-emotional health and physical health of girls and young women</p>
Time of Event:	Diego Rivera Learning Complex Workshops: 11:50 am - 12:20 pm

# of Guests:	30-50 students per workshop
Special Guests:	N/A
Materials Needed for Event:	Posters, Handouts, Food/Drinks, Affirmation bracelets, Audio-Visual (speakers, microphone, laptop, projector, etc) Surveys & Evaluations

3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	All members	Done 11/8/18
Hold planning meeting for event goals and details (How often? When? Where?).	All members	Done 11/8/18
Establish job <u>responsibilities</u> (see example) - consider publicity, spokesperson, photographer, greeters, runners, etc.	All members	Done 11/8/18
Determine funding and budget (are these school approved?).	Staycy Arroyo	12/15/18
Reserve date on key attendees' calendars.	Angela Gallardo	12/15/18
Reserve event space - follow school protocol for reserving space and getting on school calendar	Guadalupe Ramirez and Jennipher Ramos	12/15/18
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Giselle Bustos; Ruby Garundo	1/31/19
Website: Add an 'Events' page on your Weebly site with information about your event.	Ty'Miche Jones and Jose Rivera	Done 12/15/18

Notes:

Collaborate and partner with LAEP Community School Coordinator to reach out to area schools

2-3 Months Before the Event

Activity	Person Responsible	Due Date
Create and print or email save-the-date cards, invitations, and related materials (i.e. map, etc).	Angela Gallardo	2/5/19
Meet with Project Manager and Social Media Manager to discuss publicity.	All Members	2/5/19
Draft program agenda.	Guadalupe Ramirez and Jennipher Ramos	2/5/19
Determine on-site registration procedures, including ushers.	Angela Galalrdo	2/5/19
Contact Campus Police for safety and security assistance.	Ms. Schwarz	2/15/19
Contact host sites as required for event setup - podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc).	Staycy Arroyo	2/15/19

Notes:

4 Weeks Before the Event

Activity	Person Responsible	Due Date
Arrange for photographer.	Christopher Moreno and Ty'Miche Jones	3/1/19
Approve final agenda and run of show.	Guadalupe Ramirez and Jennipher Ramos	3/1/19
Draft script or talking points for speakers.	Angela Gallardo	3/1/19
Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ Girls Buildstaff about your event! #GirlsBuild @lapromisefund	Giselle Bustos, Ruby Garundo, and Patricia Ramirez	3/1/19
Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the host site staff for assistance.	Ms. Schwarz	3/1/19
Prepare event signage.	Jennipher Ramos and Catherine Torres	3/1/19
Send electronic invitations.	Giselle Bustos and Ruby Garundo	3/1/19
Recruit volunteers to help with setup and clean-up on the day of your event.	All members	3/1/19

Notes:

2 Weeks Before the Event

Activity	Person Responsible	Due Date
Review staffing assignments for day of event. This includes volunteers helping with your event.	Ms. Schwarz	3/22/19
Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities.	Ms. Schwarz and/or Ms. Griffin	3/22/19
Send out attendance update to planning team/key players.	Ms. Schwarz and/or Ms. Griffin	3/22/19

Notes:

1 Week Before The Event

Activity	Person Responsible	Due Date
Print programs, name badges, seating charts, place cards, signage, etc.	Angela Gallardo	3/29/19
Confirm arrangements with host site.	Staycy Arroyo	3/22/19
Create run of show (from set-up to clean-up).	Guadalupe Ramirez and Jennipher Ramos	3/29/19
Assign 2-3 floaters that will oversee all the different areas of your event and establish communication strategy for the day (texting, walkie talkies, etc.)	TBD	3/29/19

Notes:

24 Hours Before the Event

Activity	Person Responsible	Due Date
Confirm security requirements.	Ms. Schwarz and/or Ms. Griffin	4/2/19
Ensure tent, chairs, tables, stage, podium are in place.	Ms. Schwarz and/or Ms. Griffin	4/2/19
Send reminder email to your volunteers and guests.	Ms. Schwarz and/or Ms. Griffin	4/2/19

Notes:

Day of the Event

Activity	Person Responsible	Due Date
Begin setup at least 2 hours before your event. This includes setup of chairs, tables, podium, food, water, check-in table, signage, etc.	All members	3/3/19
Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times.	Jennipher Ramos and Catherine Torres	3/3/19
Check sound and lighting equipment with hoste site(s).	Staycy Arroyo	3/3/19
Ensure space and hook-ups are available for media.	TBD	3/3/19
Ensure decorations (posters) are in place.	Guadalupe Ramirez	3/3/19
Place water at podium.	Angela Gallardo	3/3/19

Notes:

1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes to host site faculty/staff members, volunteers, staff, participants and others as appropriate.	All members	4/5/19
Complete written evaluation of the event with suggestions for future events.	All members	4/5/19
Coordinate event story and photographs with Social Media Manager.	Patricia Ramirez, Christopher Moreno, Ty'Miche Jones and Jose Rivera	4/5/19
Add images to the website.	Christopher Moreno and Jose Rivera	4/5/19
Write up a description about the event for the website.	Patricia Ramirez	4/5/19

Notes: