

NORTHERN CALIFORNIA COLLEGE OF COMMISSIONER SCIENCE COLLEGE PLANNING TIME LINE

[DATE for College is the LAST SATURDAY in FEBRUARY]

Mar Post Event Evaluation Meeting and Kick-off for next year

Review the past course, what worked, what didn't work
Develop & memorialize changes for next year
Formally transfer responsibility to "new" hosting council
Pass on information from last college to new host council
Confirm College deans
Announce date & location for next planning meeting [Last Monday in September]
List of tasks to be accomplished by September planning meeting:

- Secure College Site & determine cost
- Get college WEB Page operational
- Design & prepare order for 2008 commemorative pins
- Prepare on-line registration to be ready by Nov 1.
- Obtain keynote & motivational speakers
- Create flyers and other promotional material
- Identify a food prep crew or caterer and estimated food costs
- Identify a gift for conference speakers
- Update planning committee e-mail list (do for each planning meeting)

Apr Site should be secured by EOM

Begin drafting preliminary budget

May Speakers should be identified and (possibly) secured by EOM

Sep First Planning Meeting - Last Monday in September, 7:30 PM Location (College site should be one of the Fall meeting locations)

(Tour college site?)
Confirm dates and sites for upcoming planning meetings
Update planning committee e-mail list
Discuss Save-the-date Fliers
Discuss status of registering and paying on line (should be active by Nov 1)
Discuss "registration" packet; given to participants as they arrive
Discuss food and catering
Establish fees for upcoming course
Discuss preliminary budget
Proposed future planning meeting dates:

- Monday, October XX, 7:30 PM - last Monday (location?)
- Monday, November XX 7:30 PM - last Monday (location?)
- Monday, January XX, 7:30 PM - last Monday (location?)
- Monday, February XX, 7:30 PM - two weeks before college, if necessary (location?)

Tuition fees (originally established '06 – modify if location/food costs change?)

Early (to Feb ?, 2008) \$30 (Tech Dean to set dates)
Regular (Feb ?, to Feb ?) \$35 (Tech Dean to set dates)
At the door \$40

Oct Revise budget

Complete and distribute *Become a Better Commissioner* Flier

- 1) Date, location, who should attend
- 2) Full flier with URL (obtain last year's as sample)

Confirm Assistant Deans - (Academic Dean)

Identify gifts for conference speakers

Second Planning Meeting -

Monday, October XX, 7:30 PM, Location?

Update e-mail list for course planning committee as necessary
Review/discuss *Register Now!* Flier
Review/discuss status of on-line registration & tuition payment - confirm “live” date
Review/discuss food and catering
Review/discuss budget with food estimates
[Review/discuss increase in fees for upcoming college if necessary]
Discuss "registration" packet contents
Review/discuss potential new classes
Review/discuss council assistant dean status
Review/discuss potential instructors
Begin roster of instructors including phone numbers & e-mail addresses
Determine classes (continues Oct - Jan) - Academic Dean with assistant deans
Determine instructors (continues Oct - Jan) - Academic Dean with assistant deans
Obtain banner from past hosting council (if necessary)
Discuss hotel availability if needed

Nov Third Planning Meeting -

Monday, October XX, 7:30 PM, Location?

Review food catering situation (if needed)
Update e-mail list for course planning committee as necessary
Develop registration packet

Welcome letter
List of classes with instructors and brief descriptions
Matrix of classes with times and locations
Site map
Updated roster of instructors with e-mail list - Academic Dean
Identify & purchase speaker gifts by EOM

- Dec** **Registration site to be on-line** (earlier, if possible)
Banner, welcoming and directional signs found, and / or created
Update roster of instructors with e-mail list [Academic Dean]
Update e-mail list for course planning committee as necessary
*Send letters and/or e-mails inviting council commissioners, executives & presidents to college
*Send letters to Area and National identified VIPs inviting them to college
 (* after holidays)

Invitation letters should include:

- registration information
- list of classes with description, instructors, and brief bio on instructors
- list of hotels in area with special rates
- map showing college location & hotels

- Jan** **Fourth Planning Meeting -**
Monday, January XX, 7:30 PM,
(Location)

- Update e-mail list for course planning committee as necessary
- Update roster of instructors with e-mail addresses
- Review/discuss registrations, registering on line
- Discuss/finalize "registration" packet given to participants
- Discuss/finalize budget
- Discuss/finalize food and catering
- Discuss CD of class handouts
- Review/update classes
- Review/update potential instructors
- Finalize catering arrangements
- Distribute memento pins to group
- Finalize "registration" packet given to participants
- Finalize classes/instructors - dean
- Verify site -
- Verify speakers -

- Feb** **Final Planning Meeting -**
Monday, February XX, 7:30 PM (location?)

FINAL REVIEW

- Update e-mail list for course as necessary
- Review registrations
- Review & assemble final "registration" packet given to participants
- Review final budget

Review final menu and caterer
Finalize classes
Finalize Review/update potential instructors
Review Medallion, Banner, Welcome Board, Signs
Check catering status
Verify site -
Verify speakers -
Print & Assemble name tags (by alpha)
Create sign-in sheets

SATURDAY, FEBRUARY XX,

NorCal College of Commissioner Science

6:30 AM	Doors Open - registration setup begins
7:00 AM	Set-up Banner, Welcome Board, Direction Signs Catering Set-up Late Registration table Late registration forms cash box/credit card swiper/change Participant packets Memorial pin attached (Content listed elsewhere)
7:30 AM	Check-in opens (for early arrivals)
9:00 AM	Program Opening & Welcome Introductions Motivational Speaker
9:50 AM	Dean's Orientation
10:00 AM	Classroom Sessions Begin
12:00 Noon	Lunch Keynote Speaker -
1:30 PM	Classroom Sessions Start Again
4:00 PM	Closing Gathering Thank you Certificates