

Special event outline - 2005 PTK Day Timeline

Timeline	Status	Date Completed	Completed By
<i>Month 1 (to mid-Dec.)</i>			
Fill out PTK Event forms for PTK National	complete	10/11/2004	JCF
Email PTK Advisors	complete	11/3/2004	JCF
Get Senate and Assembly meeting schedule	complete	4/6/2005	DT
Book Trenton Marriott for April 21, 2005	complete	12/2/2004	DT
Parking: Trenton Marriott Garage/ shuttle bus	complete	2/24/2005	DT
Determine which colleges sent nominees to PTK national	complete	1/20/2005	JCF
Begin procuring applications, photos, etc. from colleges	complete	4/4/2005	JCF/DT
Secure list of potential alumni speakers from PTK Advisors	complete	2/24/2005	JCF
Develop procedure for 4-year scholarship procurement	complete	12/5/2004	LAN/JCF
Compile list of potential sponsors/scholarships	complete	2/23/2005	LAN/JCF
Determine work plan for souvenir book	complete	12/5/2004	JCF/NS
Nespoli introduce PTK Scholarships to presidents	complete	12/5/2004	LAN/JCF
Post scholarships on Web site when all are compiled	complete	4/19/2005	JCF
<i>Months 2 to 4 (mid-Dec. to Feb.)</i>			
Get All-State rankings from PTK	complete	2/23/2005	JCF
Invite Governor Codey, Senate & Assembly leaders	complete	2/8/2005	JCF/LAN
Contact potential sponsors	complete	2/23/2005	JCF
Invite Assembly speaker/Senate president to do Resolution	complete	4/6/2005	JCF
Invite Alum or keynote speaker (SCC Advisor BJ Smith)	complete	2/22/2005	JCF
Create main invitation list	complete	3/14/2005	DT/JP/JCF
Follow up on scholarships	complete	4/18/2005	BK
Book photographer for date	complete	1/11/2005	DT
Order medallions & certificates	complete	1/11/2005	JCF
Book Trenton Marriott audio/visual crew	complete	12/2/2004	DT

Special event outline - 2005 PTK Day Timeline

Month 5 to Event (March to April)

Finalize menu	complete	3/30/2005	LL/DT/JP/JCF
Check on certificates and medallions from PTK	complete	2/28/2005	JCF
Create publicity outline, press releases	complete	4/11/2005	JCF
Create agenda for event	complete	4/19/2005	JCF
Design, print and mail invitations	complete	3/24/2005	JCF/NS
Meet w/ college pr directors	complete	3/11/2005	JCF
Finalize procedure for program book	complete	4/7/2005	JCF/NS
Invite legislators for photo ops	complete	4/7/2005	JCF
Finalize student speakers	complete	2/23/2005	JCF
Order rosettes	Complete	3/9/2005	DT
Design certificates for sponsors, 4-year colleges	complete	4/14/2005	JCF/NS
Order gifts for students (portfolios)	complete	3/9/2005	JCF
Arrange for delivery of all receivables	complete	3/17/2005	DT/JP/JCF
Arrange for signatures on certificates	in progress		LN/DT/JCF
Write boiler plate news release for post-event	complete	4/8/2005	JCF
Organize staffing and logistics for event	complete	4/12/2005	NJCCC
Finalize any sponsorships	complete	3/24/2005	JCF
Write and send initial news release	complete	4/11/2005	JCF
Letters - student, legislator, any others???	complete	4/19/2005	JCF
Invite other speakers/special guests	complete	3/18/2005	JCF
Finalize details of resolution & proclamation	complete	4/6/2005	JCF
Follow up on chamber booking - submit request in writing	complete	1/27/2005	JCF/DT
Write script	complete	4/14/2005	JCF
Invite student speakers	complete	4/5/2005	JCF

Special event outline - 2005 PTK Day Timeline

Post- event

Order photos on CD

JCF

Critique

NJCCC

Distribute boilerplate news releases to colleges

JCF

Thank you to speakers and special guests

JCF

Thank you to sponsors

JCF

Pictures memo to students

JCF

Pictures memo to PTK advisors

JCF

Pictures memo to PR Officers

JCF