

Muncie/Delaware FIRST Robotics Team 1720

To-Do List 2008-9

Activity	Due	What	Who
NYE Event	30-Dec	hot choc/ glow-stick sales	Christine Rhine
PR for NYE	20-Dec		Cheryl
Hold rooms in W. Lafayette (Lee's Inn)	asap	rooms for 24 students; 9 mentors	Tracy Waters
PR for Kickoff	28-Dec		Cheryl/Christine
Lunch for Kickoff	2-Jan	order sandwich trays	Cheryl
		pick up sandwich trays	Jimmie Eflin
		collect \$5 for lunch	Christine Rhine
		drinks, chips, plates, cups, napkins	John Roszac, Connie T
Annual renewal letter to sponsors for \$\$	9-Jan	C to write, others to help distribute	
Quarterly newsletter to sponsors/donors	Dec, Feb, June, Sept	write, distribute: Dec - kickoff, NYE, new team	
		Feb - progress report, invite to renew \$, competition	
		June - progress, renew \$	
		Sept - new team projects	
Collate and send info packet (of renewal packet)	10-Jan		
food for Build season	jan 3 - mar 19	coordinate	Tammy Koch
Collect \$\$ from Academites for food	5-Jan		
prep food from Academy \$\$	on-going		Tammmy Koch/Tracy V
Pre-ship invitational	15-Feb	coordinate event	
		PR for event - include community invitation	
		contact and invite IN teams	Cheryl/Chris Elston
		signs & maps to Ball Gym	
food for pre-ship event	15-Feb	lunch for 8 - 12 teams; refreshments for guests	
equipment for pre-ship event	15-Feb	tables, power supply	
Food for Competition	Mar 18 - 21	Parents make brown bag lunches??	