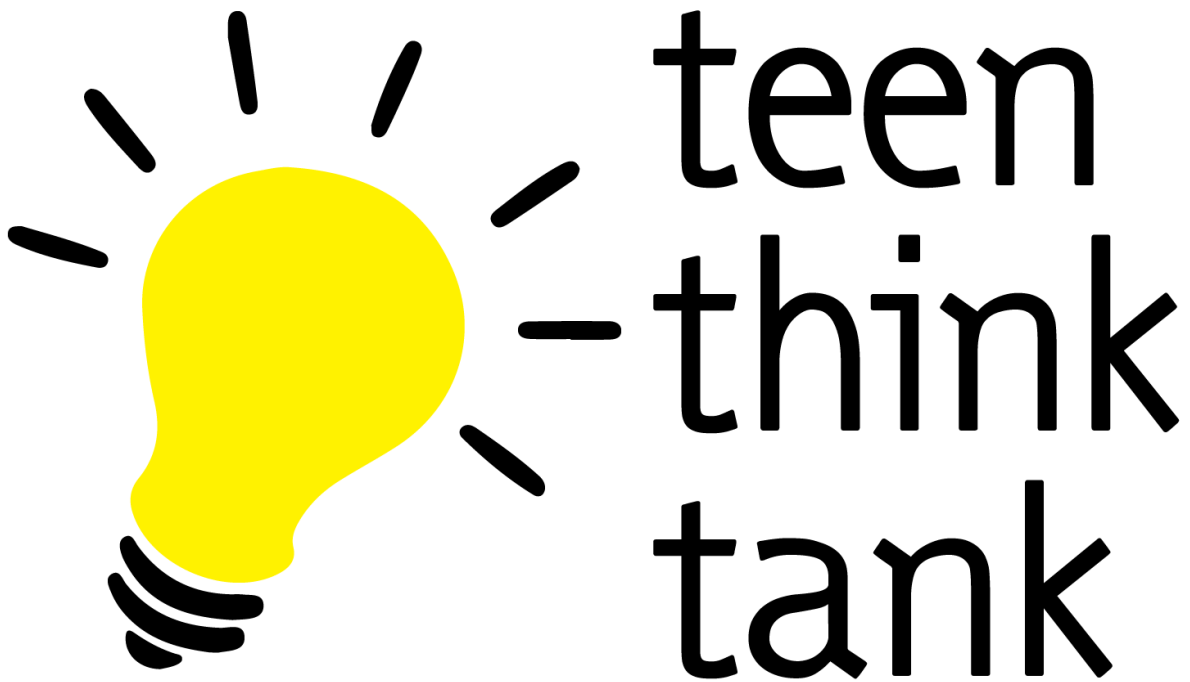


TEEN THINK TANK

PLANNING MANUAL



Teen Think Tank Planning Manual

Division of duties

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[Program Coordinator](#)
[Social Media Coordinator](#)
[Registration Coordinator](#)
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Teen Think Tank Documents

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Entire planning committee

- Meet to plan the workshop's agenda
 - Meeting should occur a minimum of 5 months prior to the workshop
 - For September workshop, meet no later than April
 - For February workshop, meet no later than September
 - Topics should be set according to previous evaluation requests and current trends in teen services as well as to utilize available speakers
 - Agenda should follow the prescribed format as in documents
 - Arrange speakers for as many topics as possible
 - Program coordinator will work to fill any gaps in the lineup of speakers
- Divide tasks among planning committee members
 - Tasks are divided in the following ways:
 - Pre-Conference Coordinator (If applicable)
 - Program Coordinator(s)
 - Registration & Communication Coordinator
 - Social Media Coordinator(s)
 - Web & Design Coordinator
 - Craft Coordinator
 - Further explanations of duties are included later in this document
- Select Location of future workshops
 - Always have the current workshop and next workshop set.
 - Date and Location both needed
 - Need host location representatives if not a planning team member
 - By the time the current workshop occurs, set the following year's workshop
 - By Fall workshop, have next year's fall workshop location set
 - By Spring workshop, have next year's spring workshop location set

Entire Overall Timeline

TASK *if applicable	SPRING DEADLINE	FALL DEADLINE
Set Location, Reserve Space	1 year out	1 year out
Save the date on website goes live	4th Friday August	2nd Friday March
Group Planning Meeting	3-4th Friday September	2nd Friday April
Crafts, Speakers, Thursday Plans Finalized*	2nd Friday October	2nd Friday May
Email past attendees, Social Media posts Workshop and Registration info, Flyer goes live on website, Thursday plans to Web/Design*	4th Friday October	4th Friday May
Hotel Rec.* to Web/Design, Speaker confirmations, all supply lists to host site*	2nd Friday November	2nd Friday June
Speaker Registration Opens	3rd Friday November	3rd Friday June
Open General Registration	4th Friday November	4th Friday June
Registration Updates	All registration open time	All registration open time
Catering Confirmed*, Registration Closes	4th Friday December	4th Friday July
Invoices Sent if charging*	1st Friday January	1st Friday August
Payment Deadline*	4th Friday January	2nd Friday August
Receipts Sent*	1st Friday February	3rd Friday August
Instruction Sheets Created, to Web/Design	2nd Friday February	1st Friday September
Speaker Handouts Due, Workshop handout, name tags, evals, presentation done	3rd Friday February	1st Friday September
Handouts Posted, Supplies Purchased*	4th Monday February	2nd Monday September
Workshop Date, Live Posts to Social Media	4th Friday February	2nd Friday September

Program Coordinator(s)

- Lines up speakers for all sessions
 - Should be lined up no less than 4 months before the workshop
- Contacts all speakers to confirm their program titles
 - Should be completed no less than 12 weeks before the workshop
- Notifications for speakers:
 - Speakers must register and pay for attendance at the event if charging
 - Speakers should register during the speaker registration week, 11 weeks prior to the workshop
 - Any and all handouts/presentations should be sent to the program coordinator at least one week in advance to be submitted for web posting
- Program Coordinator should keep the online agenda document updated
 - Include all speaker confirmations
 - Include any changes to speakers or presentation styles
 - This document should always be up to date
 - Notify web/design if changes to flyers/presentations need done
- Gathers handouts from speakers and sends them to Web & Design Coordinator
 - Deadline: one week prior to the workshop

Program Coordinator Timeline

TASK	SPRING DEADLINE	FALL DEADLINE
Group Planning Meeting	3-4th Friday September	2nd Friday April
Line up Speakers	2nd Friday October	2nd Friday May
Confirm Speakers	2nd Friday November	2nd Friday June
Speaker Registration	3rd Friday November	3rd Friday June
Speaker Handouts Due	3rd Friday February	1st Friday September

Social Media Coordinator(s)

- Regularly posts/shares to Facebook group
- Regularly posts/shares to Instagram
- Regularly posts/shares to YouTube
- Regularly engages past participants via Discord
- Posts should include the following:
 - Updates and information on workshops
 - Trends in teen lit and teen services
 - Videos, articles, etc. from the workshop
 - Frequent posts throughout the workshop day

Social Media Coordinator Timeline

TASK	SPRING DEADLINE	FALL DEADLINE
Group Planning Meeting	3-4th Friday September	2nd Friday April
Email past attendees	4th Friday October	4th Friday May
Registration/Workshop info	4th Friday October	4th Friday May
Registration Updates	All registration open time	All registration open time
Live Posts at Event	4th Friday February	2nd Friday September

Registration Coordinator

- Updates online registration form
- Opens online registration for speakers 2.5-3 months in advance of the workshop
- Opens online registration for public one week following speaker registration
- Sends flyer and invoice to each registered attendee (If applicable)
- Keeps lines of communication open with the host site re: registration
 - Host site handles all finances (If charging for the event)

Registration Coordinator Timeline

TASK	SPRING DEADLINE	FALL DEADLINE
Group Planning Meeting	3-4th Friday September	2nd Friday April
Open Speaker Registration	3rd Friday November	3rd Friday June
Open General Registration	4th Friday November	4th Friday June
Close Registration	4th Friday December	4th Friday July
Invoices Sent	1st Friday January	1st Friday August

Web & Design Coordinator

- Maintains and updates the website
- Uploads all handouts and presentations from workshops to the website
- Creates and shares the current workshop flyer
- Creates and prints the handout for the workshop
- Updates and prints the evaluations and summarizes them
- Creates and prints name tags for the workshops
- Supervises the Teen Think Tank branding
- Creates and runs a presentation for the day

Web & Design Coordinator Timeline

TASK	SPRING DEADLINE	FALL DEADLINE
Website page for workshop	4th Friday August	2nd Friday March
Group Planning Meeting	3-4th Friday September	2nd Friday April
Workshop Flyer Posted	4th Friday October	2nd Friday May
Handouts Posted	4th Monday February	2nd Monday September
Workshop handout, name tags, evals, presentation done	3rd Friday February	1st Friday September

Craft Coordinator

- Selects and plans lunchtime crafts
- Selects and plans easy table crafts
- Coordinates the list of needed supplies
 - Sends list to the host site no later than 3 months prior to the event. (If charging)
 - Sends list to registration coordinator no later than 3 months prior to the event if attendees are bringing supplies
- Creates step by step instructions for all crafts
 - Sends all instructions to Web & Design Coordinator no less than one week prior to the workshop
 - Prints appropriate amount of instructions
 - 1 per table for the table crafts
 - 2 per craft for lunchtime crafts
- Supervises setup and cleanup of lunchtime crafts
- Monitors lunchtime crafts during lunchtime

Craft Coordinator Timeline

TASK	SPRING DEADLINE	FALL DEADLINE
Group Planning Meeting	3-4th Friday September	2nd Friday April
Crafts Finalized	2nd Friday October	2nd Friday May
Supplies list to host site	2nd Friday November	2nd Friday June
Instruction Sheets Created	2rd Friday February	1st Friday September
Instructions to web/design	2nd Friday February	1st Friday September

Pre-Conference Coordinator (If applicable)

- Plans Thursday evening activities to coordinate with Friday presentations
 - Thursday activities should be extensions of the agenda
- Arranges appropriate space with the host site
- Recruits the needed number of volunteers to run the Thursday activities
- Supervises setup and cleanup of Thursday activities
- Supervises and monitors Thursday activities
- Sends plans to the Web & Design Coordinator no less than 3 months prior for inclusion in the promotional flyers

Pre-Conference Coordinator Timeline

TASK	SPRING DEADLINE	FALL DEADLINE
Group Planning Meeting	3-4th Friday September	2nd Friday April
Thursday Plans Finalized	2nd Friday October	2nd Friday May
Plans to Web/Design	4th Friday October	4th Friday May
Supplies list to host site	2nd Friday November	2nd Friday June

Host Site Representatives

- Provides the space for Thursday activities
- Provides the space for Friday's Workshop
- Handles all finances for the event if charging
 - Purchases craft supplies
 - Arranges and purchases breakfast, drinks, and snacks
 - Arranges and pays for lunch catering
 - Collects registration fees
 - Sends receipts for registration fees
 - If necessary due to finances, invoices planning team for lunches
 - Should work to balance out to zero, spending all the money collected for registration fees
 - Sample Budget breakdown:
 - \$20 registration per person total
 - \$12 lunch per person
 - \$2 Crafts per person
 - \$2 Breakfast per person
 - \$2 Snacks per person
 - \$2 Drinks per person
- Supervises setup and cleanup of the event
- Recommends restaurants, hotels in the area to attendees

Host Site Timeline

TASK	SPRING DEADLINE	FALL DEADLINE
Reserve Space	1 year out	1 year out
Hotel Rec. to Web/Design	2nd Friday November	2nd Friday June
Catering Confirmed	4th Friday December	4th Friday July
Payment Deadline	4th Friday January	2nd Friday August
Receipts Sent	1st Friday February	3rd Friday August
Supplies Purchased	4th Monday February	2nd Monday September

Conference Flyer

<https://drive.google.com/open?id=1UQqFAk3TUkB-sz0Ne7tpilmsF7R3L7KJ>

Registration Survey

<https://drive.google.com/open?id=1zUA2cUOc3ujVUe3a0IVeIUeVSiCF170QnlwZCnTUjpg>

Invoice

https://drive.google.com/open?id=1sctRPzhsrsUWQeqCaZH-fkvFKujj9wS_UnJa8mUZIEM

Receipt

<https://drive.google.com/file/d/0B9zJA1Gv6qTAbjU1MzgwLVVkskE/view?usp=sharing>

Nametags

<https://drive.google.com/open?id=1VRhNuGPU8w0FJbLOIhj1loQbOpMjsJzp>

Workshop Agenda - Attendees

<https://drive.google.com/open?id=0B9zJA1Gv6qTATi1nQ3Q1dXdaMVk>

Workshop Agenda - Planners

https://drive.google.com/open?id=15esmq_KakuFsPVVm1b7Tys8hRPocbGMGWMdH4F0EiyM

Workshop Handout

<https://drive.google.com/open?id=1jXU0jE1PBOP4xHhtoywi9OlgoPhkyIT1>

Thursday Handout

<https://drive.google.com/open?id=1PM6Qhn8ovJXNcDmZTPUwF9ID1UPAo6tF>

Evaluations

<https://drive.google.com/open?id=0B9zJA1Gv6qTATG95eU9FczloLUk>

Branding Graphics

https://drive.google.com/open?id=1NCfXV4QagJFkWaC1AKV37rjqn5r_IMS