Things to do (day of):
- Ordering pizza (11 pizzas, Fresh Slice) order for 2 PM delivery ✔
  - 5 pepperoni, 4 cheese, 2 vegetarian
  - Kennedy has pre-ordered→ $133.35
- Print some posters in the morning to hang up ✔ 5
- Announce social media contest and other prizes during opening remarks
- Select the winner of social media day of contest by 5:30 PM
- Volunteers
  - Organize and assign volunteers to roles before they arrive
  - Volunteer shirts?!?! → backup is nametags

Things to do (day before):
- Physically order/pick up balloons (IGNITE) in SILVER→ assigned to Joon
  - Pre-ordered and will be picked up Saturday at 9am ✔
- Wrap the prizes ✔
- Select the social media prize
- Print hard copies of any schedules/information ✔

Little things to have on conference:
- Pens, tape, paper schedules, nametags (white stickers) ✔
- Jar for raffle
- Survey to fill out on phones during dinner→ assigned to Joon; Kennedy finalize ✔
- Things to get from Ladha
  - Gala photobooth stuff
  - Centrepieces for RHLAC (glass containers with blue stones)

NOTE TO US: HOW PRIZES ARE WORKING
- First draw → big google home
- Second draw → google home mini #1
- *Announce the winner of the social media prize day-of contest* → Beats earphones
- *Announce the winner of the social media facebook prize* → google home mini #2
- Third draw → 2 week unlimited pass to HOT BOX YOGA
- Survey raffle draw→ last whitespot gift card

THINGS WE STILL NEED TO DO!!! → Put ✔ beside item when completed
- Buy 3 starbucks gift cards
- Print physical copies of volunteer/committee schedules ✔
- Finalize/confirm detailed committee schedule/responsibilities for conference day ✔
- Finalize RHLAC floorplan and special requests with Amber ASAP (Kennedy)
- Things for everyone to bring on conference day
  - Laptop?
  - Charged phone
  - HDMI Cables (4) - Jen, Joon, Ken, ???
- Food/refreshments (non-Nest Catering)
  - Water/tea/coffee
  - Kernels popcorn pickup? (Kennedy)
  - Food for volunteers during first shift? → order pizza?
- Picture frame decor → Mary’s idea/Eunice
- Physically get stuff from sponsorship → talk to Rex (Kennedy)
- Write Jen’s opening and closing speech (Kennedy & Jen) → needs to be edited more
  - Make powerpoint/slides/visual → NEED TO FINALIZE STILL
  - Schedule for the day
  - Room numbers
  - Speakers
  - Networkers
  - Prizes
  - Anything the attendees should know
  - Stock video playing?
- Advertise social media giveaway
- Advertise door prizes and emphasize they have to stay until end to win
- Kennedy + Kavya → Put together a list of things that any committee members need to bring or prepare for on the day of (ie. printed schedules, printed posters to put around
- Kennedy + Jen → Put together a schedule for committee members on the day of (notes that will be helpful to direct the volunteers) → and relevant phone numbers to call in crisis mode
- Make sure the volunteers know what they are doing lol → fix the schedule so we have someone at sign-in until 4:45 pm
- Kennedy + Kavya → Make sure the committee knows what time (10:00 am) they are supposed to show up and in what attire (business casual/business formal)
- Speech → Mary start, Kennedy & Jen will edit
- Organize attendees to workshop preferences from registration form!!!
  - Organize workshop preferences → Draft and send an email with the full schedule of the day (with confirmed workshops), where and when they are supposed to arrive (Great Hall), attire (business casual) anything they will need to bring (an optional resume if they are signed up for the Resume Writing workshop, water bottle, etc.), and a reminder about the door prizes? (up to you guys) (get Eunice to help if we want this to look v nice)
- Emphasize to save picture of their assigned workshops on phone because we will not be printing their schedule

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Mary, Kiran:

- Go on the showpass and start making a spreadsheet for everyone who has purchased tickets (we can use this for sign in as well)
- Get contact information from people who purchased multiple tickets
- Photo booth: PROPS, decide what to buy + organize balloon letter order/pickup
- Now borrowing from SciWeek Gala
- Figure out how we’re doing raffle tickets: Give everyone their ticket when they sign in, we take the twin ticket, put tickets in a clear jar, draw 3 tickets at the end of the conference, 1 Mini and then Google Home
- Another Mini is given through the facebook post, will be declared at the conference (someone needs to randomly choose a winner through the post)
- Social Media Contest (the day of the conference at RHLAC):
  - Earphones (beats): POST on Instagram with the hashtag #IGNITECONFERENCE2018, and we will choose a winner from the posts
  - Post on FB event page or bonus entry for on instgram
- Collect receipts from everyone and update the budget to the best of your ability
- Figure out what and when we are feeding the committee/volunteers for lunch (first round of volunteers, speakers, networkers, committee)
  - Some ideas for food: Subway, Pita Pit, Pizza, Basil Pasta Bar (call for prices if unsure)
  - Confer with Kennedy when making your final decision
  - Freshslice University Village, 2 slices/person, $11 x 11 XL pizzas x 12% tax = $123
    - 5 pepperoni, 4 cheese, 2 veggie

Katie, Michelle:

- Publish workshop information (create blurbs describing each workshop, to be posted tomorrow)
- Create registration form / sign up for the workshops
- Workshop hosts: have they been contacted? Send email out ASAP
- Email SBN people (Kavya)
- Come up with questions to ask Grad Students for the Panel
- Katie/Kavya → PLEASE send a confirmation email to the graduate students as Yangfan was confused as when he was supposed to show up
- Katie/Kavya → Make sure and double check that EVERYONE who is coming as a speaker, networker, or workshop knows when to arrive, what to bring, what to expect,
and where to go (Everyone will be signing in at the registration table in front of the Great Hall) — we want to minimize all confusion on the day of
——Preferred balance (30ish) towards Research panel vs online presence & interview skills

**Urim, Joon, Eunice:**
- Urim/HR → finalize volunteers, do we have enough? + time slots ✔
- Notify volunteers about their tasks
  — Wednesday post about the keynote speakers — scheduled ✔
  - Eunice; create graphics! ✔
- Sponsorship: physically pick up (Kennedy) ✔
- Photographer/Videographer confirmation for the day of?
- Urim → Work on Conference PPT (include, schedule of day + room numbers (ask Katie about this), prizes, speakers, networkers) ✔
- Eunice — Finish assembling nametags for the committee ✔
- Urim/Kennedy → figure out if volunteers get shirts → if not, tell them what to wear
  — Plan LinkedIn photobooth (inform photographers) → Kennedy ✔
  - Props in storage room?
- Detailed event map with rooms and other important locations etc. ✔

**Committee:**
- Assemble nametags for attendees ✔
- Assemble nametags for committee ✔
- Finish thank you cards ✔
- Add any $$$ spent to the budget tab on master doc ✔
- EVERYONE SHARE THE POST/VIDEO TODAY!!! + Request thunderclap (figure out time) ✔