

Classicon Event - TBD

### **September/October/November**

- Review Classicon Results
- Revisit Roles & Responsibilities
- Revisit Committee Purpose/Goals for the year

### **December/January – Visioning/Drafting Schedule**

- Brainstorm/Decide Theme
- Brainstorm Topics/ Speakers/ Schedule
- Confirm Budget amounts for

### **February**

- Draft Schedule (February)
- Review Schedule
- Request/Create Promotional Materials/Save the Date
- Drive-thru logistics (begin to figure out)
- Confirm orders that need to be placed

### **March**

- Confirm Schedule/Topics
- Receive Order forms, Invoices/Quotes, and Requisitions  
(Budget cutoff is mid-march- all requests for requisitions must be submitted)
- Contact and confirm facilitators
- Save the Date for Classicon promotional information – sent to campus
- Contingency plan for late registration?

### **April**

- Finalize Save the Date info
- Registration Form Complete
- Registration is open late April
- Communicate with Admin – about competition activities

### **May**

- Registration open
- Registration closed?
- Finalize room set up
- Provide facilitators with necessary information
- Circulate schedule
- Need a Master of Ceremonies to make announcements, announce giveaways and introduce speakers

### **June**

End of May/Early June  
CLASSICON June