

BioBlitz 2009
Registration Team

Event Coordinator: Kyle Allison, Email: kyleallison@tamu.edu, Phone: 940-395-5661

Survey Coordinator: Ryan Taylor, Email: taylor22@tamu.edu, Phone: 361-425-9903

REGISTRATION TEAM *DRAFT March 31, 2009*

Leaders:

- Zamara Thibodeaux, SCB-TAMU (zamzar@aol.com)
- Jim Waldson TMN-BV (jam432@gmail.com)

VOLUNTEERS

- Marian Dent TMN-BV

ACTION ITEMS

WHEN	WHAT	WHO
1/21	Schedule a meeting with Event Coordinator to go over tasks and coordinate; debriefing on feedback from last year; update this	Registration Team leaders
1/28	Assemble and meet with registration team; decide on graphics for t-shirt and check supplies in the Registration Trunk (ink & ink pads, passports, passport reward gifts, gift grab bag, recyclable name tags, registration banner,	Registration Team leaders
2/1	Send list of Team Leaders & Volunteers to Event Coordinator	Zamara
2/15	Get list of Survey, Logistics & Program leaders from Event coordinator and send an email requesting a list of names, contact info and t-shirt sizes for their teams	Zamara
2/21	Send reminder email to team leaders requesting t-shirt sizes	Zamara
2/28	Compile list of t-shirt sizes; decide how many passports to print	Zamara
3/1	Check on costs with Treasurer, and order t-shirts and passports	Jim
3/8	Email Team Leaders and ask for supplies list	Zamara
3/13	Over spring break, delegate a team members to shop for passport reward gifts, and make copies of passports (TMN-BV)	Zamara/Jim
3/23	Finalize supplies list from team leaders and delegate the shopping to be done by 3/30; schedule a team meeting for 3/28	Zamara/Jim
3/25	Update the total volunteer list and print for sign-in sheet/update and print the registration sheets for guests; print team schedule	Zamara
3/28	Meet with Registration Team, arrange schedule for Fri/Sat, check supplies, stack t-shirts and distribute to each team leader	team
4/3 Fri 5 pm	Set up the registration booth; items from Registration Trunk; pass out ink pads to each of the Survey Team Booths	Zamara/Jim
4/3 Fri 6-10pm	Man the booth: register guests, passports for kids (TMN-BV); sign in for volunteers and explain the Risk Management Plan	team
4/4 Sat 9 am	Set up, coordinate volunteer schedule and duties	Zamara/Jim
4/4 Sat 10am -4 pm	Man the booth (as above)	team
4/4 Sat- 4pm	Pack up the trunk and take down the booth	team
4/10	Feedback: collate comments from team & post on blog	Zamara/Jim