**TASC CONFERENCE COORDINATOR SCHOOL**

**TIMELINE/CHECKLIST**

**Thank you for choosing to be a part of TASC history by coordinating the High School Annual Conference. Your efforts and contributions are appreciated.**

**Please understand that this conference is a celebration of TASC. The Conference Coordinator School has the opportunity to highlight its school and its talent. However, this is a team effort. No individuals, other than those who have earned awards or are designated for special recognition by TASC should be spotlighted as that is not the purpose of this conference.**

**Please know in advance that nothing is to take place on stage that has not been approved by the Production Company. That company has been hired to manage production and entertainment, and we depend upon their professional judgment. If there is a concern or difference of opinion, contact the TASC Director.**

**YEAR ONE:**

* Shadow current coordinator school
* Consider taking a video at the conference to help with your fundraising efforts (to show what you will be doing and to use in your promo video)
* Fundraising plan
* Fundraising
* Secure key leaders
* Inform school board
* Begin building community support and funding
* Collaborate with State Officers between April and Steering Committee Retreat on theme ideas and logo
* Present at State Steering Committee Retreat & work with students/adults as theme and project are determined
* Present at the summer board meeting

**YEAR TWO:**

**SUMMER (AFTER THE BOARD MEETING)**

* Begin to secure the talent for the show's general sessions
* Design artwork for the program cover
* Design artwork for t-shirt
* Collaborate with TASC Director on speakers for the conference. (Director wants your vision/input so speakers are appropriate)
* Have your support team in place
* Have a concept for the stage set, decorations, etc.
* Meet with a representative from the Production Company to generate set ideas
* Meet with officials at the site to understand location/space, etc.

**SEPTEMBER**

* Present at Advisors Workshop
* Have promo video ready

**OCTOBER**

* Meet in Site Location with TASC Director and production company
* Have opening GS ideas ready to discuss with the production company
* Tour of site
* Meet with hotel and site representatives
* Check with TASC Director to ensure speakers are contracted
* Meet with the convention visitors bureau representative
* Send artwork to TASC graphic artist for t-shirts, etc. (logo)
* Commitments from the following to create your team:
  + Students to attend
  + Parents to attend
  + Teacher volunteers (AV, Building Trades, etc.)

**NOVEMBER**

* Present art design and update to the TASC board
* Meet with the officer team and review conference responsibilities while at the ML Conference
* Order student/advisor bags
* Begin social media campaign to build interest (coordinate with the state secretary)
* Provide the production company with any additional ideas for opening GS
* Provide the production company a list of any and all performance-related groups/people available for the opening performance, including the number of performers broken down by gender. (Keep in mind that we are playing for 4,000 people and need to have a BIG visual presentation)
* Provide production company ideas and plan for any additional entertainment and/or presentation elements for other sessions of the conference (orchestras, bands, dancers, etc.)
* Provide the production company additional or new ideas for stage dressing and scenic look
* Have a general list of the running crew for the conference

**DECEMBER**

* Create decoration plans for the site
* Create plans for advisor hospitality

**JANUARY**

* Reserve rooms at the hotel
* Have updated promotional video ready for the TASC website
* Provide the production company with any music wanted to be played before/after each GS. Provide sharable MP4 files on a thumb drive along with full lyrics for each song. (Check carefully for appropriateness. Err on the side of caution.) 30 songs
* Order hospitality items from convention center (collaborate with TASC Director)
* Create food plan for your school and production team
* Order staff t-shirts that are distinctive and recognizable
* Order conference bags (should have separate advisor bag)
* Arrange transportation
* 15 inspirational quotes to be used in script to production company
* Send videos of all production numbers to production company
* Meet with officer team and review conference responsibilities at Lakeview or Mo Ranch
* Send the following to TASC:
  + Superintendent’s photo for program
  + Superintendent’s welcome letter for program
  + Photo of advisor
  + Photo of principal
  + Photo of student representative

**FEBRUARY**

* Register 5 delegates and 1 advisor with TASC
* Order additional conference t-shirts for additional attendees
* Turn in final numbers to TASC for all attending with names
* Order Six Flags Tickets for your additional attendees other than the 5 delegates and 1 advisor
* At least 5 video clips to be used for conference inspiration to production company (Provide full HD Resolution UNCOMPRESSED files –edited and trimmed to the content desired. These may be motivational or conference theme related clips from films, commercials, etc. Check carefully for appropriateness.
* Anecdotes to production company
* video of opening and closing number to production company for critique
* Pictures of group, etc. to TASC for program
* Production company will want a list in order of all preshow entertainment along with videos
* Acknowledge that failure to meet Production Company guidelines may result in alternate sources for entertainment, changes in role of host school
* Gather items for advisor bags
* Gather door prizes for advisors and students
* Meet with officer team and review conference responsibilities at Lakeview or Mo Ranch
* Send “Thank You” page list of sponsors for the program to TASC (TASC needs all program information and script information no later than beginning-March)
* Send TASC numbers for additional t-shirts, etc. (Meet prereg deadline on shirt requests) Send this list in writing to TASC Program Assistant.

**MARCH**

* Superintendent’s speech to TASC Director
* Principal’s speech to TASC Director
* Student representative’s opening and closing speech to TASC Director
* Invocation to TASC Director with name of student giving nondenominational invocation/moment of inspiration
* Send names of students leading pledge, carrying TASC flag, and singing national anthem
* Begin providing videos of opening performances rehearsals on a weekly basis for any/all entertainment/enhancements.
* Finalize hotel reservations (cancel extra rooms)
* Create job list for students and adults and send lists to TASC Director (facilitators, set up and strike crew, running crew, everyone available for rehearsals, registration crew
* Create transportation plan
* Create committee packets (for example registration, production, sessions, general, etc.). Go over with students.
* Coordinate TASC and production company schedules. (“meeting” spreadsheet)
* Create awards and displays for award-winning schools
* Complete decorations/props for the stage, etc.
* Stuff student bags and box for transport (depending on location, may stuff bags onsite)
* Create packing list
* Organize materials to be taken
* Order additional Six Flags tickets (These can also be purchased onsite.)
* Review information about registration and facilitators (TASC director will send this.)
* Assign all students to specific teams. Assign facilitators to sessions, etc. Double-check to see that your registration team and facilitators can meet per the TASC schedule.

**ONE DAY BEFORE THE CONVENTION**

**ORGANIZE 3 TEAMS: REGISTRATION, PRODUCTION, AND DECORATION**

* Registration: Count t-shirts (hopefully, the shirt company will do this), fill advisor bags
* Production: Load in, set up
* Post sign at the back of stage area for order of candidates (coordinate with the VP school)
* Decoration: Set up site (foyer, hallway, hospitality room, etc.)
* Afternoon/evening: practice opening number
* Observe closing time for site. Failure to leave on time will incur overtime costs for CCS

**DURING CONVENTION**

* Check the duties of the host school
* Stay with schedule
* Provide a conference highlight video featuring highlights from the conference weekend edited to appropriate music, 90- 150 seconds long. This needs to be provided to production company the evening before the final session in full UNCOMPRESSED HD. If you want to include Six Flags/Day two evening activities footage, have initial video to production company and discuss Six Flags/evening portion – needs to be given to them by 10 pm on Day 2
* Double check times of all meetings with TASC staff and production company. All members involved in meetings must be present
* Double check with production company regarding times crew is required for set up/break down, etc. Failure to remain until site is cleared by Production Company will result in addition fees for host school.

**FOLLOWING CONVENTION**

* Pack
* Clean convention area
* Thank you notes
* Update/revise check list and notes for next host school and to TASC Director
* Provide follow up YouTube video for TASC website
* Send receipts to TASC for reimbursement if applicable
* Pay bills
* Celebrate your success