

Activity	Concept/Notes	Deadline/Key Dates	Volunteer/Contact Person
Event Logistics • Room Setup • Other	• NE Swimming Banner • Logo & Color theme • Rooms & Timing Breakdown	Site Visit/Walk thru Week of event 6/19 Set Up Day of Event- 6/23:	- Maritza Martinez maritza.y.martinez@bc.edu
Invite	Use same invite as previous years-similar format for sign up sheet (electronic and printable version, for both).	5/31/17	- Maritza Martinez maritza.y.martinez@bc.edu
Social Media	• LBGC –Facebook page • New England Swimming home page • Twitter • Instagram	6/2/17	- Maritza Martinez: maritza.y.martinez@bc.edu - Manny Ayala (LBGC)
Community Invite	• Church Groups • Suggestions needed	6/5/17	-
Entertainment:	Speakers, Music selection & Mic	6/19/17	-
Raffle Item:	• 2 – Sweatshirts • 2 Duffle bags with swimming items • • •		-Nadine Jesionek nesdiversityandinclusion@gmail.com
Speaker(s)/Photo Op:	Olympians-Rhi & Adriana Mrs. Massachusetts	Invites sent Invite pending	- Maritza Martinez: maritza.y.martinez@bc.edu - Nadine Jesionek: nesdiversityandinclusion@gmail.com
Volunteers:	• Registration Table - • Marshalls & Rest Room Attendants • Lifeguards	6/9/17	- - - -

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	Hospitality		
Agenda:	<u>WSD Agenda:</u> 11:15-11:30am Volunteers Meeting 11:30am –12:30pm Check In & Registration 12: 30–12:45pm Welcome and Event Overview 12:45–1:15pm Station 1/Rotate 1:15 –1:45pm Station 2/Rotate 1:45–2:15pm Station 3/Rotate 2:15 – 2:45pm Station 4/Rotate 2:45-3:30pm Raffle/Closing Remarks 3:30pm-4:00pm Clean-up	6/12/17	-Maritza Martinez: maritza.y.martinez@bc.edu - - - - - - --
Lunch for Volunteers	Menu: - Sandwiches - Chips - Cookies - Drinks - Fruit	Pick up items-6/23	- -
Post-Communication Outreach	Press Release and Media Advisory Post Event Outreach- WBUR(Callie Crosby), Boston Business Journal, El Mundo, The Dorchester Reporter, BayState Banner	6/26/17	- Nadine Jesionek - nesdiversityandinclusion@gmail.com
Give Away's	Items needed	6/19/17	-
Photographer		6/19/17	-

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Educational items	NE Swimming brochures-African American, Hispanic & LGBT athletes	6/16/17	-Maritza Martinez: maritza.y.martinez@bc.edu