**Symposium Committee Progress Report**

**POWERPOINT**

*Introductory PowerPoint*

 RESPONSIBILITIES INCLUDE:

* Creating a continuous PowerPoint show OR use any program to make a photo slideshow which documents the last three years of science research. You can add music to it…check with Ms. Rinaldo regarding song choice
* See if anyone has pictures from past years (Sophomores, Juniors and Seniors)
* Sorting through and taking photos of students working and at competitions
* Organizing images and including text and animations
* Highlighting events and student accomplishments
* Create a script that students will say

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**PROGRAM BOOKLET**

*Program Booklet*

RESPONSIBILITIES INCLUDE:

* Designing cover (be in touch with Mrs. Pinelli and Mrs. Chadwick to get a student in art club or digital art and photography to make a cover) - CC Ms. Rinaldo on any emails
* Contacting classmates with instructions on format for abstracts and awards (Juniors and Seniors)
* Sophomores will provide a title and/or short blurb about what they plan on doing this summer
* Set a deadline (and check it with Ms. Rinaldo) for when you want all summaries and abstracts by
* Collecting and organizing student submissions
* Proofreading and editing of abstracts
* Formatting and copying booklet – cover should be in color
* See Ms. Rinaldo for copies of past booklets to get ideas and format order

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**PUBLICITY**

*Publicity*

RESPONSIBILITIES INCLUDE:

* Have symposium publicized a few times on morning announcements perhaps at end of day...and Mr. Pedota, Mrs. Daley, or Mrs. Turner can email the entire student body, faculty and staff
* Having symposium publicized on the website (talk to Mrs. Turner and/or Mrs. Roberts)
* Having a brief article published in the school and district newsletters (Ms. Stecher)
* Having information about symposium posted on Social Media Sites twice per week
* Contacting local newspapers, radio and TV stations with a press release (brief article)
* Inviting local newspapers, TV and radio stations to attend symposium
* Help with introductory PowerPoint for the Symposium
* CC Ms. Rinaldo on any emails

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**REGISTRATION**

*Registration*

 RESPONSIBILITIES INCLUDE:

* Creating nametags for teachers, students, administrators ( all levels), board members and mentors
* Create a list of stationery items you need (name tags, nametag holders to be bought/ordered)
* Setting up tables outside auditorium on symposium night with name tags and symposium booklets
* Assigning student volunteers to Sign In- which includes handing out nametags and symposium booklets
* Managing names list of RSVPs – create a way for people to RSVP. Google Form? Some other website?

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**REFRESHMENTS**

*Refreshments*

 RESPONSIBILITIES INCLUDE:

* Deciding on menu (Appetizers, Dinner Appetizers, Small Deserts)
* Creating sign-up sheet on Google Docs (be specific – indicate # and/or amount of item needed)
* Getting classmates to sign up and help make or bring food items
* Getting paper products
* List of all items needed to be purchased by Science Research Class
* Getting help from volunteers and cafeteria for coffee and food set-up
* Setting up refreshments on symposium night
* Arranging schedule for students to assist serving (if necessary)
* Cleaning up at the end of the symposium (arranging assistance from classmates)

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**FACILITIES**

*Facilities*

RESPONSIBILITIES INCLUDE:

* Communicate with custodians, teachers, and technology about the evening:
	+ Secure a podium w/ microphone, screen, projector and extension cords for auditorium

(speak to/contact Tim Wojnar and Chris Quinones)

* + Arrange for appropriate sound and lighting for auditorium-Student Volunteers
* Set up speaker presentation rooms (if necessary)
	+ Decide which rooms need to be used. (1st floor near auditorium and cafeteria)

(All Seniors and Juniors will present in rooms – about 2-3 per room based on Category)

* + Arrange for projectors to be used in speaker presentation rooms
	+ Bring wireless presenters (remotes) and laptops to those rooms the night of the symposium
* Talk to Mrs. Olsen to arrange for a Chorus ensemble the night of the symposium
* CC Ms. Rinaldo on any emails

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**INVITATIONS**

*Invitations*

RESPONSIBILITIES INCLUDE:

* Create list of invitees and collecting student invitation addresses in address label template
* Set a deadline (and check it with Ms. Rinaldo) for when you want invitation information from students (their address, mentor address, and 20-40 other invites) in appropriate template (see Ms. Rinaldo)
* Decide how many invitations will be required
* Create a list of stationery items you need (cardstock, envelopes, labels, etc. to be bought/ordered)
* Create a “save the date” flier to be emailed (**sent 2 months before symposium date**)
* Design invitation (possibly selecting a design from classmates submission)
* Create an email invitation and flier to be sent to all in-district faculty and staff
* Create a paper invitation to be sent to mentors, faculty, staff, family, and others requiring mailed version (should be ¼ of a piece of cardstock)
* Wording of invitation
* Print invitation
* Type up address labels
* Cut invitations and stuff the envelopes
* Get invitations mailed out (**6 weeks symposium date**)

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**ALUMNI (BONUS)**

*Alumni - BONUS: do this in addition to another committee*

Good for anyone who has connections to students who used to be in the Science Research program and who graduated in 2017 or earlier.

RESPONSIBILITIES INCLUDE:

* Locating contact information of past students in the program
* Contacting alumni by phone or email in order to determine if they will be attending the symposium
* Making sure that invitations are sent to alumni (provide names and addresses to Invitation Committee)
* Making sure that nametags are made for attending alumni (coordinate with Registration Committee)
* Adding current senior and mentor information to the alumni database (create an Excel Spreadsheet)
* Contacting all new registrants and their parents to invite them to the symposium (coordinate with Invitation Committee)
* Attaining a Current Bio on Alumni including college, focus area/major and if they are conducting research (provide names and addresses to Symposium Program Booklet Committee)

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