

Internal

Outreach

Program

Logistics

Misc.

July 4-10 →

1. Go over master outreach plan and timetable in the fraction - get goals
2. Streamline division of labor (esp. outreach)
3. Adjustments for cadre resources, collect & work out individual schedules
4. Assign people responsible for UNITY for events literature tables
5. Assign cadres to work with which contacts
6. Assign work on drafting post-H/N plan.

PT + USC.

1. Phone calls and phone tree to get current and new people into AAND committees.
2. 1st priority stage outreach:
 - Mail out (statement of purpose, partial list of endorsees, and program description)
 - follow-up phone calls to set up more presentations and get more endorsements
3. Get leaflet and poster out — have plan ready for what places and events to take them to.
4. Put together outreach kit (same as mail-out + fact sheet) to facilitate more people to do outreach

1. Follow up to get solid confirmation of all groups/individuals on the program
2. Figure out how translations will be handled, start lining up translators.

1. Develop logistics plan for all things that need to be done:
 - arrangements
 - materials; equip.
 - how many people needed for various tasks
 - timetable for logistics
2. Go out and get donations for materials,
3. Get arrangements for stage/sound equipment tabbed down.
4. Start signing people up for logistics tasks
5. Set up and announce work session(s) dates, times

1. establish system to keep track of books/\$
2. Do outreach at LTPRO Dance July 10

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<p>July 11-17 →</p> <ul style="list-style-type: none"> • Assess status of outreach and other timetable tasks 1. Make any necessary adjustments 2. 1-2 cadres should work on an outline for the AAND speech. Ideas for which contacts would be good to work on speech also? 3. Check on progress of plans for post H/N event 	<ul style="list-style-type: none"> 1. Assess where outreach is at, re-prioritize from list and make new assignments 2. Bring in new committee members, add them to the phone tree & give them outreach to do. 3. More presentations: # _____ 4. Continue to get out leaflets, posters 5. Check on media coverage (TV, radio, press) 6. Adjust functioning of the outreach committee for better coordination, if needed. 	<ul style="list-style-type: none"> 1. Start work on AAND speech. 2. Calls to people on program to make sure info is accurate on how they want to be introduced. Type this info up on index cards for the "introducers." 3. Check with logistics people on stage, sound system, chairs for elderly, etc, decorations on stage 	<ul style="list-style-type: none"> 1. Make sure the arrangements for the stage, sound system are set. 2. Continue to implement logistics work 3. Continue to sign up people for various logistics tasks 4. Make sure all materials are accounted for, who has them. 	<p>"Survivors" film showing in Gardena. Make sure to have sign-up sheets, etc.</p>
<p>July 18-24 →</p> <ul style="list-style-type: none"> 1. Assess outreach; other timetable tasks, make adjustments 2. Post H/N plans finalized so we can present ideas at AAND mtg on 7/24 3. Check AAND speech. 	<ul style="list-style-type: none"> 1. same as above 2. particular mobilization for Amerasia event. 3. Get out to leaflet at more events, do some more posterimg 	<ul style="list-style-type: none"> 1. call back everyone on the program to keep in touch, let them know the order of the program 2. Discuss outline of AAND speech in AAND, assign who will write final draft. 		<p>July 24th mtg of AAND: Present ideas for post/H-N work, announce post H/N mtg. 2. Amerasia event</p>
<p>July 25-31 →</p>			<ul style="list-style-type: none"> 1. shift more people into logistics if needed 2. Work sessions to make cranes, banners, etc 	