

ACTION PLAN

Friday, February 2, 2024

WAY MAKER RECEPTION

START TIME	END TIME	DESCRIPTION	USE / LOCATION	WHO'S RESPONSIBLE
4:00 PM		Volunteer Arrival <i>ITEMS TO SET:</i> - Setup Guest Registration - Setup Refreshment - Setup Signs for check-in and other event signage		
4:00 PM		Set-Up - Hi Top Tables in Lobby (dress tables) - Furniture on Stage in Auditorium (alt. stage in lobby?) - Microphones (wireless preferred) - Music playing - Powerpoint Presentation with Event Flyer in the Background - Theme of Event Charting the Course for Post-Secondary Success - Food Pick Up and drop off (Shannon)	AARLCC - Lobby, Auditorium, Classroom (5) Directors Chairs on the stage. Make sure to send out this information to the panelist to dress appropriately for the panelist.	All
5:15 PM		DJ Begins		DJ Belle
5:30 PM		Event Starts		
5:30 PM	6:00 PM	Doors Open - Tentative Library Tour/Card Sign-Ups for guest that arrive	Lobby and Reception Area (Stanchions needed for the area near the door once library closes for check-in and registration management Volunteers: Will support at check-in, 21+ wristbands and directing guess to Galler B during transition.	(2-3) Volunteers
6:00 PM		Event Begins	Food and Bar are open	Library Staff
6:10 PM	6:15pm	Move to the Gallery B for Welcome, Presentations, Panelist Fire-side Chat	Volunteers will move guest from the lobby to the auditorium for the event presentation and fireside chat.	Volunteers
6:20 PM	6:40PM	Welcome and Occasion	Welcome Opening (Wendy) Introduce EPS CEO - Saisha (Intro to Equal Path Solutions, and Thank you/partner acknowledgements) > Remarks Sponsors/Partners and Guest - Mayor Greetings - Library Staff- James Kennedy - The Scholarship Plug (Representative) - Youth Impact Center (Representative)	Host - Wendy Edwards
6:40 PM	7:30 PM	Fireside Chat/ Panel Discussion	TOPIC: Access to Education and Resources for Underserved populations and the benefits of community involvement. Wrap up and Close and direct back to reception and pass Thank You bags	5 panelist:
7:15 PM	8:30pm	Networking & Refreshments	Continuous with guest as desired, Thank Guest again and Reminders	
	****		Begin simple Clean up around guest 8:15am	
	8:30 PM	Event Conclusion & Clean Up	Final closing, Thank You and event dismissal	
8:30 PM		Event Ends		
8:30 PM	9:30 PM			

Saturday, February 3, 2024				
PATHWAY PURSUIT EXPO				
START TIME	END TIME	DESCRIPTION	USE / LOCATION	WHO'S RESPONSIBLE
8:00 AM		Event Setup ITEMS TO SET: - Table and Chair Placement and Chalking	Designated Spaces	Saisha, Shannon, DG Events, Nathaniel
9:00 AM		Event Setup ITEMS TO SET: - Gold Soul Food Truck - Bounce House		Gold Soul Food Truck
9:30 AM	10:30 AM	Volunteer Arrival ITEMS TO SET: - Setup Vendor and Guest Registration (Stickers are for vendor activations) - Setup Prize and Giveaway Table near Show Mobile - Setup Signs for Pathways and other event signage	Food Truck needs to be set by 9:30 for Drop Testing	A. Rosado Propane Services, Inc - 954.404.3796
9:30 AM		Drop Testing for Food Trucks		
10:00 AM		Vendor Registration and Set-Up		
		DJ Begins		
11:00 AM		Event Starts		
		STATIONS OPEN:		
		Registration/ Check-In SUPPLIES NEEDED: - Power cords and Chargers for Check-In Devices - Mobile Hotspot - Event Branded Tent - Guest Passports/Bingo Cards - Shopping Bag with Goodies - Hard Copies of event Check-in Sheets in Order by First Name and Last Name and Organization Name - Ink pens - Water - Boxes for Different Raffles		
		Photobooth SUPPLIES NEEDED: - Props for Booth - (1) 6' Table - (2) Chairs		
		Food Trucks		
		Prize Table/ Passport Check-In		
		All Pathways		
11:30 AM	11:50 AM	Workshop 1 - Sponsor Slot		Youth Impact Center
11:50 AM	12:00 PM	Activity - Prizes		Party Girls Ent.
12:00 PM	12:20 PM	Workshop 2 - Sponsor Slot		The Scholarship Plug
12:20 PM	12:30 PM	Sound Check Drumline	Open Courtyard Area	Sound Check Drumline
12:30 PM	12:50 PM	Workshop 3 - Sponsor Slot		EqualPath Solutions
12:50 PM	1:00 PM	Activity - Prizes		Party Girls Ent.
1:00 PM	1:30 PM	Workshop 4 - Title Sponsor Slot		Title Sponsor - VACANT
1:35 PM	1:45 PM	Shani G	Show Mobile Stage	ShaniG
1:50 PM	2:00 PM	Final Raffle for Report Card// Event Wrap Up// & Thank You's		
2:00 PM		Event Ends		
2:00 PM	3:00 PM	Event Clean-up Time	All vendors should be broken down	

Saturday, February 3, 2024				
BLACK EXCELLENCE GALA				
START TIME	END TIME	DESCRIPTION	USE / LOCATION	WHO'S RESPONSIBLE
4:00 PM		Volunteer Arrival <u>ITEMS TO SET:</u> - Setup Guest Registration - Setup Refreshment/ Bar (opens at 6pm) - Setup Signs for check-in and other event signage - Backdrop - Red Carpet (outside with stanchions like last time in 2020) - Stage - Plasma TV for projection - Lighting - Photobooth - DJ (Twan Da Dawn)		
4:30 PM		Sound Check		Sheldon McClean
5:15 PM		DJ Begins		Twan Da Dawn
5:30 PM		Check-in Registration Begins/ Light Bites and Refreshments	Volunteers should check guest in and seat them. Each guest that attends gets (1) Raffle ticket. More raffles can be purchased. 50/50 Tickets - 1/\$10 and 3/\$25 Regular Raffle Tickets - 3/\$10 and 10/\$15 and 20/\$20	(2-3) Volunteers
6:00 PM		Event Starts	Doors Open	
6:00 PM	7:00 PM	Networking Begins - Passed refreshments - Bar Opens - Seating opens	Volunteers should check guest in and seat them	
6:00 PM	7:00 PM	Live Music Begins		
6:45 PM	7:00 PM	Encourage guest to be seated.	Volunteers will move guest from outside and netowrking to their seats	Volunteers/ Host
7:00 PM	7:05 PM	Welcome and Occasion		Host - Nene Gemini
7:05 PM	7:08 PM	Prayer/ Blessing of the Food		
7:08 PM	7:13 PM	Dinner Served and First Performance		JaShae Jones and (2-3 Volunteers)
7:13 PM	7:15 PM	First Raffle	Product	Pores UV Love
7:15 PM	7:20 PM	Second Performance		JaShae Jones
7:20 PM	7:22 PM	Second Raffle	Signed Book	Udonis Haslem Foundation
7:22 PM	7:35 PM	Remarks from Sponsors/Partners and Upcoming Events - The Scholarship Plug (Representative) 6-Mins - Youth Impact Center (Representative) 6-Mins		YIC and The Scholarship Plug
7:35 PM	7:45 PM	This is EqualPath Solutions		Saisha
7:45 PM	7:50 PM	Remarks from Literacy Connection and introduction of Young Authors of the Black Church Book Tour. - Ransom Johnson and Zakira Dawson		Literacy Connection/ Authors with Purpose
7:50 PM	7:52 PM	Third Raffle	Banded Book Basket	Literacy Connection
7:52 PM	7:57 PM	Third Performance		JaShae Jones
7:57 PM	8:00 PM	Program Conclusion, Thank You and 50/50 Raffle Winner	MUST BE PRESENT TO WIN	Nene Gemini
8:00 PM	9:00 PM	Music, Dancing, Networking		Twan Da Dawn
9:00 PM		Event Ends		
8:30 PM	9:30 PM	Breakdown Begins		
10:00 PM		Breakdown Complete Take out trash		