

MGSA Timeline

(Italicized items are for the EE Just symposium)

Spring (March-April):

- *Solicit keynote speakers (Mironov); create tentative budget (for solicitation purposes) for upcoming symposium*
- Attend NBGSA conference
- Officer Elections
- Elect Reps for MSAB and GSA
- Update website with officer information

Summer (May-August):

- *August-September 2002: Solicit funding for events from on and off campus sponsors for EE Just symposium*
- Plan any back-to-school mixers; attend MSAB planning meetings
- Submit budget to CGS Dean's office
- Plan summer service project

Fall (September-December):

- Diabetic Halloween service project
- *October-November 2002:*
 - *Finalize itinerary*
 - *Create operational budget*
 - *Follow up on funding*
 - *Create website*
- *Early December 2002: Mail out information/registration forms to target audience*
 - *Confirm room reservations for various program components*
 - *Info packet should include:*
 - *Cover letter*
 - *Tentative Program for both Friday and Saturday*
 - *Registration Form*
 - *Campus map*
 - *Travel/lodging information*
 - *Any other recruitment materials*

Winter (January-February):

- Register for NBGSA conference
- *January 2003:*
 - *Follow-up on calls*
 - *Update website with any corrections*
 - *Collect registration forms via email/mail*
- *Late January/Early February 2003(prior to event):*
 - *Confirm room reservations*
 - *Confirm speaker/panelist travel and accommodation reservations. Arrange airport shuttle.*
 - *Confirm catering*
 - *Confirm attendance of on-campus college diversity/recruitment officers, workshop moderators, etc. Ask for handouts to include in participant handout.*
 - *Create Participant Handouts/folders:*
 - *Evaluation forms for Friday and Saturday*
 - *Final Program*
 - *Scratch Paper*
 - *Recruitment materials*
 - *Speaker handouts*
 - *MUSC trinket (e.g., pencil, magnet, etc.)*