

Activity/Task	Link Responsible <i>(Name to be added)</i>	Due Date <i>BY:</i>
Develop Presentation to Chapter Presidents & Request for Each Chapter funding		30-Oct-18
Plan Approval by Chapter Presidents	Marlin W. & Regine B.	15-Nov-18
Plan presentation to each chapter	Chapter Representative	15-Dec-18
Receive Chapter seed money for budget purpose		15-Dec-18
Chapter STEAMM Assignment	Chapter Representative	15-Dec-18
Development & Presentation of Chapter Assignment	Chapter Representative & Chapter STY Chair	30-Jan-18
Identification of venue for event		30-Nov-18
Retain Venue for event		15-Dec-18
Identify Transportation Needs		30-Jan-18
Firm up College Participation		15-Feb-18
Identify Sponsorship Opportunities/Draft list of potential sponsors		30-Nov-18
Draft letter to potential sponsors		30-Nov-18
Identify Catering Service		30-Nov-18
Firm up Food Order & Payment		8-Mar-18
Retain Transportation		8-Mar-18
Student Bag Donation		28-Feb-15
Items for Students Bags		28-Feb-18