

## **PLANNING GUIDE**

TASK		ASSIGNED TO	DUE DATE
		Staff Names Here	Day/Month
	Review planning steps  Six months ahead of fair date  » Start with the PSP Palooza Timeline and this planning guide		
	Assemble planning committee  Six months ahead of fair date  Description of the committee of the content of the		
	Set date and time Six months ahead of fair date  » Consult the schedules of stakeholders  » Avoid holidays and other scheduled facility/region events  » Consider all shifts		

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TASK		ASSIGNED TO	DUE DATE
		Staff Names Here	Day/Month
	Find a location		
	Six months ahead of fair date		
	» Select and reserve a room large enough for the event: cafeterias and auditoriums draw heavy traffic and work well		
	» Have enough tables available for each team storyboard, as well as display tables and a check-in or information table		
	» Map the room and label tables by number: assign table numbers to teams as they RSVP and have room maps available for participating teams		
	Select teams		
	Four months ahead of fair date		
	» Identify teams with successful projects that helped achieve PSP goals		
	» Discuss PSP Palooza at co-lead meetings, LMP trainings, and other venues		
	» Set deadline for RSVPs at least two months in advance		
	» Create contingency plan for last-minute cancellations and unexpected additions		
	Invite guests		
	Four months ahead of fair date		
	» Invite leaders from Program Office, unions, regional leadership and LMP council to deliver welcome or closing remarks. Invite subject-matter experts such as attendance managers, workplace safety coordinators, care experience leaders to exhibit programs at display tables		
	Begin publicity		
	Three months ahead of fair date		
	» Notify LMP Communications to attend, cover the event, find leads on stories		
	» Publicize the PSP Palooza in fliers, newsletters, announcements at key meetings and events, etc.		
	» Use our PSP Palooza poster template		

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TASK		ASSIGNED TO	DUE DATE
		Staff Names Here	Day/Month
	Create storyboards  Three months ahead of fair date  Circulate storyboard instructions and guidelines  Offer teams PowerPoint templates as a storyboard alternative  Advise teams to pull content from UBT Tracker		
	<ul> <li>Discuss preparations at team meetings</li> <li>Procure prizes and giveaways</li> <li>Three months ahead of fair date</li> <li>Buy raffle prizes from the Brand Store</li> <li>Order Bulletin Board posters and other UBT materials from the LMP eStore</li> </ul>		
	Provide materials for teams  Two months ahead of fair date  > Tri-fold display boards  > Scissors, glue sticks, tape, pens or markers  > Construction paper  > Team and project photos, charts		
	Gather materials for event  Two months ahead of fair date  Tables and tablecloths  Storyboards and posters  Fasteners, easels or tape for storyboards and posters  Electrical and technology needs for computers  Healthy food/snacks  Prizes and giveaways  Passports: PSP Palooza passport  Stamps, pens, or stickers to mark off passports: one for each team  Baskets or boxes to collect passports, which can double as raffle entries		

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TASK		ASSIGNED TO	DUE DATE
		Staff Names Here	Day/Month
	Gather materials for event (continued)  Two months ahead of fair date  » LMP materials and tools downloaded and printed from LMPartnership.org  » Print PSP goal overview and metrics to handout or post on a board  » Balloons and other decorations (optional)  » Certificates and certificate holders for recognition or participation (optional)  » Surveys for presenters		
	Plan for set-up and clean-up One month ahead of fair date  » Plan event program  » Secure a greeter or helpers: volunteers, light-duty staff, interns, etc.  » Find enough volunteers to help set up, hang signs and decorate, as well as help clean up after  » Ask facility or LMP communicators to help script welcome and closing for staff/presenters		
	Debrief Within two weeks after fair date  > Host a meeting shortly after the event to discuss:  > What went well? What would you do differently?  > Send a survey to attendees  > Discuss feedback received		
	Start planning the next PSP Palooza Six months ahead of fair date		







