

## *ECO-OLYMPICS PREPARATION SCHEDULE*

### **3 WEEKS OUT** – Oct 10<sup>th</sup> to 16<sup>th</sup>

#### *At the meeting*

- Review last year's successes and challenges
- Brainstorm & choose events
- Brainstorm prizes & donation sources
- Discuss budget needs
- Brainstorm potential sponsors
- Identify departments & organizations with which to partner

#### *During the week*

- Contact and schedule meetings with potential sponsors
- Contact and schedule meetings (if necessary) with potential prize contributors
- Check university calendar, athletic schedules and event-space availability in order to schedule the events.
- Contact and schedule meetings with potential partners
- Draft brief Eco-Olympics Proposal
- Solicit Eco-Reps from competing dorms

### **2 WEEKS OUT** - October 17<sup>th</sup> to 23<sup>th</sup>

#### *At the meeting*

- Report-back on past week's efforts
- Members volunteer and prep for meetings with potential sponsors, prize contributors and partners.
- Plan advertising strategy
- Identify webmaster(s)

#### *During the week*

- Members attend meetings with potential sponsors, prize contributors and partners.
- Prepare advertising materials
- Prepare website
- Continue to solicit Eco-Reps from dorms

### **1 WEEK OUT** – October 24<sup>th</sup> to 30<sup>th</sup>

#### *At the meeting*

- Report-back on past week's efforts
- Finalize the Event Calendar
- Plan the logistics for each event and divide up responsibilities
- Review advertising materials and website

#### *During the week*

- Continue meetings with potential sponsors, prize contributors and partners.
- Begin advertising, hang banner, paint bridge, submit Chronicle Kick-off ad
- Prepare for Kick-off Event
- Recruit Kick-off volunteers!

**WEEK 1** – October 31<sup>st</sup> to November 6<sup>th</sup>

*First night of the competition (instead of weekly meeting)*

- Kick-off Dormstorm & Lightbulb Exchange!
- Set the Online Survey live
- Student Affairs sends out e-mail to all residents announcing the competition, prizes and “rules of the game”

*During the week*

- Send out updates, tips and reminders to Eco-Enthusiast contact list (include Student Affairs so they can put update in their weekly e-mail bulletin)
- Update website
- Put on Eco-Trivia Night event
- Put out table-tents in cafeteria with answers to Eco-Trivia questions
- Put on Eco-Film Night event
- Duke Recycles runs Info Session, have them take attendance

**WEEK 2** – November 7<sup>th</sup> to 13<sup>th</sup>

*At the meeting*

- Review competition progress
- Finalize plans and volunteers for upcoming events

*During the week*

- Do sampe-Garbology on two dorms and publish the results as a warning
- Send out updates, tips and reminders to Eco-Enthusiast contact list (include Student Affairs so they can put update in their weekly e-mail bulletin)
- Update website
- Put on Eco-Film Night event
- Duke Recycles runs Info Session, have them take attendance
- Recycle for the Children - go to take attendance and give out prize

**WEEK 3** – November 14<sup>th</sup> to 20<sup>th</sup>

*At the meeting*

- Review competition progress
- Finalize plans and volunteers for upcoming events

*During the week*

- Send out updates, tips and reminders to Eco-Enthusiast contact list (include Student Affairs so they can put update in their weekly e-mail bulletin)
- Update website
- Run Eco-Film Night event
- Have someone take attendance at Global Warming Lecture
- Duke Recycles runs Info Session, have them take attendance
- Zero-Energy Pledge goes LIVE (announce to Eco-Enthusiasts & Student Affairs), update participation rates on the website scoreboard every 24 hours until Pledge closes at start of Thanksgiving Break.

**WEEK 4** – November 21<sup>st</sup> to 27<sup>th</sup>

*At the meeting*

- Review competition progress
- Finalize plans and volunteers for upcoming events

*During the week*

- **GARBOLOGY!**
- Send out updates, tips and reminders to Eco-Enthusiast contact list (include Student Affairs so they can put update in their weekly e-mail bulletin)
- Update website
- At start of Thanksgiving Break, close the Zero-Energy Pledge and send an e-mail to pledges reminding them to unplug everything.

**WEEK 5** – November 28<sup>th</sup> to December 4<sup>th</sup> (*Last week of the competition!*)

*At the meeting*

- Review competition progress
- Finalize plans and volunteers for upcoming events

*During the week*

- Send out updates, tips and reminders to Eco-Enthusiast contact list (include Student Affairs so they can put update in their weekly e-mail bulletin)
- Update website
- Run last Eco-Film Night
- Take attendance at cafeteria's Eat Local Dinner
- Close the online survey... **ENDING THE COMPETITION!**

**WEEK 6** – December 5<sup>th</sup> to 9<sup>th</sup>

*At the meeting*

- Review scorecard and determine winners
- Summarize the competition's benefits & accomplishments
- Finalize plans and volunteers for Eco-Champions Party

*During the week*

- Send out a final e-mail announcing the winners and the competition's accomplishments
- Update the website to announce the winners and highlight competition accomplishments
- Run Chronicle advertisement announcing winners and accomplishments
- Create an Eco-Champions Trophy using recycled/scrap materials
- Put on the Eco-Champions Party
- Send Eco-Enthusiasts an invitation to take Eco-Olympics feedback survey

**NEXT MEETING (Debrief!)**

- Review what went well and what could have gone better
- Review online survey data
- Review feedback survey
- Organize the sending out of thank you e-mails