





Week of Tuesday, October 09, 2007

Tuesday, October 09, 2007	Wednesday, October 10, 2007	Thursday, October 11, 2007	Friday, October 12, 2007	Saturday, October 13, 2007
<p>Scott Reserve Bonnie Conference Room from 5-7 PM for Business Etiquette Seminar.</p> <p>Whole team create "vision" for professional development program</p>	<p>Whole team will brainstorm ideas and bring to class on Thursday</p> 	<p>Scotty and Margo delegate responsibilities to team for program handbook.</p> <p>Sarah-Risk Management Carly-Marketing Hillary-Budget Heidi-Animation Plan Rob-Timeline Stephanie-Goals and Objectives</p>	<p>Scott and Margo will go to Garrett and Megs to set up fitting times for models and styles of clothing for them to wear.</p>	<p>Individual Work</p>

Week of Sunday, October 14, 2007

Sunday, October 14, 2007	Monday, October 15, 2007	Tuesday, October 16, 2007	Wednesday, October 17, 2007	Thursday, October 18, 2007
<p>Individual Work</p> <p>Margo will call Sarah, Hillary, Christina, Rob, Scott and Andrew to remind them of fitting appointment</p>	<p>Models are to be established and fitted at Garrett's and Meg's on Main St.</p> <p>Sarah Hillary Christina Rob Scott Andrew</p> <p>Fitting is from 2-3:30 PM</p> 	<p>Margo and Scott will delegate to class teams for business etiquette topics and information tables.</p> <p>Heidi&Carly-Cards Rob&Margo-Talk etiquette Scott&Steph-Email Sarah&Hillary-Dining Katie&Katie-Name Tags Andrew&Darcy-Cells Jenny&Christina-Names Michelle&Laura-Handshakes Pass out Posters and Decorations to class</p>	<p>Individual Work</p>	<p>Nintendo 64 Program</p> <p>Assignments due to supervisors by 12 AM tomorrow</p>  <p>Reminder</p>

Week of Friday, October 19, 2007

Friday, October 19, 2007	Saturday, October 20, 2007	Sunday, October 21, 2007	Monday, October 22, 2007	Tuesday, October 23, 2007	Wednesday, October 24, 2007	Thursday, October 25, 2007
 <p>Assignments due by 12 AM</p> <p>Margo and Scott will meet with Career Services to promote program University wide.</p>	<p>Scott and Margo will meet to plan briefing for program and edit assignments that were submitted via email.</p> <p>Supervisors (Margo and Scott) will then forward assignments to program director (Jenny)</p>	<p>Margo and Scott will send out email to Career Services to get promotion out at beginning of week.</p>	<p>Scott will bring fliers to be printed in mass quantity by RU print services and handed out to potential participants. Starting Tuesday by whole class</p> <p>Set up information booth in Bonnie for Tues, Wed and Thurs.</p>	<p>Briefing for professional development program by Margo and Scott and</p> <p>Debrief for Nintendo 64 2-2:50</p> <p>Posters for etiquette tables are due.</p> <p>Margo will buy additional necessary products to distribute to class i.e. napkins, brownie mix, drinks, cups etc. from Wal Mart&Food Lion</p>	<p>Final preparation for program.</p> <p>Information table sitting and program promotion Margo, Scott, Hillary and Sarah 11-1 and 5-7</p> <p>Scott will pick up door prizes from various stores for program raffles.</p>	<p>Professional Development Program 4-7:30 PM</p> <p>Carly and Rob Information Table 11-1</p> <p>Scott and Margo will go to Main St to collect clothing for Fashion Show at 2:30 PM</p>