

# 2021 Event Planner Timeline

March 29<sup>th</sup> Edition

## Important Dates

Please see below for important dates relating to O-Week 2021. Note that these dates are subject to change due to the everchanging aspects of the return to campus plan. The Orientation Team will provide as much notice as possible for changing dates.

## Event Logistics

- April 5<sup>th</sup> – Schedule at a Glance released
- June 6<sup>th</sup> – Event Proposals are due
- June 21<sup>st</sup> - Orientation Risk Management meeting
- July 5<sup>th</sup> - Event Approval/Decision Date
- July 19<sup>th</sup> - Final O-Week Schedule released to Event Planners
- August 2<sup>nd</sup> - O-Week schedule made public
- September 4<sup>th</sup> – O-Week begins

## Innovation Fund

- June 6<sup>th</sup> - Innovation Fund Round One applications are due
- July 5<sup>th</sup> - Innovation Fund Round One decisions released
- July 18<sup>th</sup> - Innovation Fund Round Two applications are due
- August 16<sup>th</sup> - Innovation Fund Round Two decisions released

## Training

- April 5<sup>th</sup> – April 16<sup>th</sup> - Synchronous Event Planner training sessions offered
- July 11<sup>th</sup> - Asynchronous Event Planner training due
- Monday, August 16<sup>th</sup> – Friday, August 27<sup>th</sup> - Synchronous Event Planner training sessions offered

## Overview

CATEGORY	IMPORTANT DATES	ACTIVITY/ITEM	NOTES FROM THE ORIENTATION TEAM
Event Logistics	Monday, April 5 <sup>th</sup>	Schedule at a Glance released	<p>Refer to this outline of when you can program your O-Week event(s). Open Programming time is the space set aside for student clubs and departments to run the majority of their O-Week events.</p> <p>Schedule at a Glance will be made available on the <a href="#">Orientation GryphLife Documents section</a>.</p>
Training	Monday, April 5 <sup>th</sup> – Friday, April 16 <sup>th</sup>	Synchronous Event Planner training sessions offered	<p>At least ONE member of each executive must attend a synchronous Event Planner training session in order for that group to run an O-Week event. It is advised that TWO executive attend.</p> <p>Sessions will be hosted on Microsoft Teams, and details will be posted on the <a href="#">Orientation GryphLife Events page</a> in mid-March.</p>
Event Logistics	Sunday, June 6 <sup>th</sup>	Event Proposals are due	<p>All event proposals for Orientation Week 2021 must be submitted through GryphLife.</p> <p>You are encouraged to submit your Event Proposals earlier so that the Orientation Team can provide you with earlier feedback.</p>
Innovation Fund	Sunday, June 6 <sup>th</sup>	Innovation Fund Round One applications are due	<p>All Innovation Fund proposals for the first round of the Innovation Fund must be submitted through Gryphlife.</p> <p>The application form will be made available on the <a href="#">Orientation GryphLife Forms section</a> in mid-March. Criteria will be uploaded to the <a href="#">Orientation GryphLife Documents section</a> in mid-March.</p>
Event Logistics	Monday, June 21 <sup>st</sup>	Orientation Risk Management meeting	<p>The Orientation Team will bring all details of your event(s) to the Orientation Risk Management (ORM) Committee.</p> <p>After this meeting, the Orientation Team may seek further clarification about your Event Proposal(s). Ensure you maintain a fast response time so your event(s) can be approved.</p>

Event Logistics	Monday, July 5 <sup>th</sup>	Event Approval/Decision Date	<p>You will receive confirmation at this point if your O-Week event(s) are approved or not.</p> <p>If your event is approved, the O-Team will next be in contact with final details about scheduling.</p> <p>If your event is not approved, the O-Team will be in contact about next steps – this may include more clarifications needed, or cancellation of the event.</p>
Innovation Fund	Monday, July 5 <sup>th</sup>	Innovation Fund Round One decisions released	<p>Decisions will be released via email to all Innovation Fund Round One applicants.</p> <p>If your proposal was not funded, it is your responsibility as an Event Planner to reach out to the Orientation Team quickly if edits to your event need to be made.</p>
Training	Sunday, July 11 <sup>th</sup>	Asynchronous Event Planner training due	<p>At least ONE member of each executive must complete asynchronous Event Planner training in order for that group to run an O-Week event. It is advised that TWO executives complete the training so that there is a contingency plan in place in case the primary Event Planner cannot make the O-Week event.</p> <p>Content will be hosted on <a href="#">CourseLink</a>, and the material will be made available at the beginning of the summer.</p>
Innovation Fund	Sunday, July 18 <sup>th</sup>	Innovation Fund Round Two applications are due	<p>All Innovation Fund proposals for the second round of the Innovation Fund must be submitted through GryphLife.</p> <p>The application form will be made available on the <a href="#">Orientation GryphLife Forms section</a> in mid-June. Criteria will be uploaded to the <a href="#">Orientation GryphLife Documents section</a> in mid-June.</p> <p>Groups who did not receive funding in Round One are eligible to resubmit for Round Two.</p>

Event Logistics	Monday, July 19 <sup>th</sup>	Final O-Week Schedule released to Event Planners	<p>Event Planners will receive their confirmed time for their O-Week event(s).</p> <p>Event Planners are responsible for contacting the Orientation Team if there is a conflict with the schedule and the event needs to be moved.</p> <p>At this point, the schedule is NOT ready to be shared with new students.</p>
Event Logistics	Monday, August 2 <sup>nd</sup>	O-Week schedule made public	<p>All new students will be notified of the O-Week schedule.</p> <p>Event Planners will be given the go ahead that they can begin advertising on the I Am a Gryphon mobile app, Social Media, and through their channels.</p> <p>Changes to events at this point will result in confused students so are strongly discouraged.</p>
Innovation Fund	Monday, August 16 <sup>th</sup>	Innovation Fund Round Two decisions released	<p>Decisions will be released via email to all Innovation Fund Round Two applicants.</p> <p>If your proposal was not funded, it is your responsibility as an Event Planner to reach out to the Orientation Team quickly if edits to your event need to be made, or if a cancellation is required.</p>
Training	Monday, August 16 <sup>th</sup> – Friday, August 27 <sup>th</sup>	Synchronous Event Planner training sessions offered	<p>At least ONE member of each executive must attend a synchronous Event Planner training session in order for that group to run an O-Week event. It is advised that TWO executive attend.</p> <p>Sessions will be hosted on Microsoft Teams, and details will be posted on the <a href="#">Orientation GryphLife Events page</a> in late July.</p>
Event Logistics	Saturday, September 4 <sup>th</sup> – Sunday, September 12 <sup>th</sup>	Orientation Week takes Place	<p>Orientation Week events will be scheduled in this week. This is your chance to showcase all that you do and welcome new Gryphons!</p> <p>The Orientation Team will share their contact information prior to O-Week for support.</p>