

Passport to the Future – Student Advocacy Center

October 16, 2007

Time	Activity	Resp.
7:00 – 7:30 am	Pre-event set-up activities Registration has preprinted nametags with table numbers noted Directions to table provided	SAC Staff
7:30	Table Captains arrive, pick up their packages and greet their guests at assigned tables	Table Captains
7:30 – 8:00 am	Front door: Guests greeted upon arrival and provided directions to the meeting room. Pre-event registration area: greet guests, distribute name tags and direct guests to their tables	SAC Staff
8:00 – 8:20 am	Registration table to greet guests that are late	SAC Staff
8:00 – 8:05 am 5 min.	Welcome Thank Table Captains, visiting dignitaries, all for coming to the event	Speaker
8:05 – 8:08 am 3 min.	Community Connection Transition to breakfast: start your meal, we will be back in ~ 10 minutes to start the program	Board Member
8:08 – 8:18 10 min.	Breakfast During the meal have individuals stop by each table to thank guest for attending and distribute Student Advocacy Center pens	SAC Staff
8:18 – 8:25 7 min.	Our Mission Mission, vision, and why Student Advocacy Center is so essential	Visionary Leader
8:25 – 8:40 am 15 min.	Our Purpose – Left Behind (Video)	SAC Staff
8:40 – 8:55 am 15 min.	Taking Action Introduces self, connection to The Student Advocacy Center, reiterate the need for support and importance of equal education opportunities Request the Table Captains to pass out pledge cards	Pitch Person
	Pass out pledge cards to their table	Table Captains
	Walk through all of the levels of service and what each level accomplishes Explain the box – tell us how much you will contribute for how long if you want additional info - Thank you etc.	Pitch Person
8:55 – 9:00 am 5 min.	Closing Close the Program	Speaker