Play Day Event Manager

**Job Description:** The Event Manager (EM) is responsible for: organizing and orienting coordinators and associates; communicating with Dr. Philibosian, coordinators, associates and 305 professors; planning logistics of Play Day; delegating assignments; and overseeing the entire Play Day event and Post-Play Day clean up.

**EM Preparation Checklist:**

- Orientation with Dr. Philibosian
- Schedule meeting(s) for coordinators and associates
- Schedule meeting with 305 groups, coordinators and associates
- Create agendas for meeting(s)
- Lead meetings
- Take notes at meetings
- E-mail meeting minutes
- Keep communication with Dr. Philibosian, coordinators, associates and 305 professors throughout the semester
- Delegate assignments for coordinators (To be determined at coordinator orientation)
- Create items for packets (See Sample)
- Assemble packets for coordinators, Dr. Philibosian and 305 professors, which include:
  - Name page
  - Roster
  - Directions to Haycox Elementary School
  - Pre-Play Day Meeting Agenda (Thursday before Play Day)
  - Event Layout/Map
  - Group List
  - Assignments
  - Clean-up Assignments
  - Name Tags
  - Certificates
  - Sharpie
  - Pen
- Organize carpool for coordinators and associates
- Contact all coordinators and associates week of event for reminders
- CHARGE and TEST walkie talkies!
- Discuss cleanup with “Clean up managers”
**EM Pre-Event Checklist (Thursday before Play Day at Haycox):**
- Meet Dr. Philibosian and coordinators at CSUN to load truck
- Fill supply boxes for groups (see Angel, or maintenance manager for key to storage closet. ONLY USE CSUN PAINTS IF HAYCOX PAINTS RUN OUT!)
- Review packets
- Review entire plan from set-up to cleanup
- Walk around field and determine approximate location of groups
- TRAIN coordinators on walkie talkies

**EM Play Day Checklist:**
- Arrive at Haycox at 6:00am
- Stake out locations of groups
- Setup walkie talkies and distribute to coordinators and 305 professors
- Stand at gate to direct traffic (cars may drive on grass to unload quickly, then be parked on black top by 7am!)
- Give Coordinators/Associates pep talk
- Be available and assist where needed in setup and during event
- HAVE FUN!

**EM Post Play Day Checklist:**
- Direct and assist with clean up at Haycox and CSUN
- Distribute Post Play Day surveys

QUESTIONS? PLEASE CONTACT DR. PHILIBOSIAN.