

# Schedule of Events

INSERT DATE

Time Frame	What's Happening	Resources Needed	Who's Responsible

# ROLES FOR AYAA EVENT

**MEDIA CONTACT**

<b>Goal/Purpose of Role</b>	Generate awareness about INSERT KEY MESSAGES AND SUCH.
<b>Role Definition</b>	Greet media. Answer questions. Convey Key messages clearly.
<b>Where? When?</b>	Where will they need to be and when.
<b>What is needed?</b>	Support how to talk to the media, answer questions, etc.
<b>Key Messaging</b>	
Provide Key messages and resources with key messages specific to event. Ensure that everyone has a clear understanding of key messages and is comfortable dealing with the public with them.	

**PHOTOGRAPHER**

<b>Goal/Purpose of Role</b>	Capture interesting shots that can be used in a media release and put in AYAA scrapbook.
<b>Role Definition</b>	<input type="checkbox"/> Take pictures of different aspects of events. <input type="checkbox"/> Immediately following the event, share pictures with rest of AYAA. <input type="checkbox"/> Immediately following the event, develop caption for each picture describing what is happening, who is in the photo and key message.
<b>Where? When?</b>	Where will they need to be and when.
<b>What is needed?</b>	<input type="checkbox"/> Camera <input type="checkbox"/> Media Consents from participants in pictures.
<b>Key Messaging</b>	
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**STATISTIC TRACKER**

<b>Goal/Purpose of Role</b>	Capture information for evaluation purposes.
<b>Role Definition</b>	<input type="checkbox"/> Observe interactions taking place and public response to activity/event. <input type="checkbox"/> Document observations on sheet provided. <input type="checkbox"/> Be impartial and just note the facts.
<b>Where? When?</b>	<input type="checkbox"/> Need to be located in a spot that allows open visibility.
<b>What is needed?</b>	<input type="checkbox"/> Sheet that asks for all the data required (sheet needed to be developed in advance) <input type="checkbox"/> Pen. <input type="checkbox"/> Clear understanding of what information needed.
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