

2005 North Dakota
Star Party
Timeline

October

- Check our cash balance and decide fee's
- Discuss if we want politicians
- Set up advertising plan for party
- Fund raising
- Quantity of speakers and talks
- Pick a star party theme

November

- Start contacting potential speakers and politicians
- Contact George Geipheart in Minot (discuss info)
- Contact ND Astronomy clubs, ask for assistance
- Plan alternative to Jaycee dinner, way to get everyone together

December

- Start setting up on-line registration forms
- Advertising trip to Bismarck Science Center
- T-shirt designs begin to filter in
- Final decision on guest speakers
- Begin planning for children's program (Space Chicks, Garbage Rockets)

January

- Decide on schedule of events
- T-shirt design pricing
- Major advertising begins
- Star party brochures are drafted out
- On-line registration begins
- Sky and Telescope & Astronomy magazine advertising

February

- Mail brochures to state parks, Washburn, L&C center
- Send notices to teachers at schools
- Speaker hospitality
- E-mail past attendee's

March

- Schedule on-site registration
- Handouts and packets created
- Local advertising trip
- Raffle prizes purchased

April

- Plan and purchase club food
- Club head count and vehicle count
- Vehicle registration
- Schedule job duties for club members
- Contact Newspapers and Media
- Plan for needed office supplies for on-site registration

May

- Cash box
- Build packets with t-shirts
- Pre-registration ends
- Road and direction signs made

All star party workers must be at park Friday June 3, 2005 for on-site prep and registration.