

BLM Mod.4.4#1: Invention Convention Planning Timeline

Brainstorm for tasks to be undertaken at various points prior to the Invention Convention and add to the list as needed. Establish a realistic work schedule and deadlines.

One Month before Event

- Make a guest list. Consider parents, colleagues from your school and from other schools, superintendents, trustees, local politicians, school benefactors (present and prospective).
- Set a date for the event, as well as an alternate date (check that it does not conflict with other school or community events).
- Reserve facility (e.g., classroom, science room, gymnasium, multipurpose room, library).
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Two Weeks before Event

- Contact media.
- Make and distribute posters.
- Prepare and send invitations.
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One Week before Event

- Set up touring schedules for other classrooms.
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Three Days before Event

- Verify attendance of invited guests.
- Prepare welcoming speeches accordingly.
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Night before Event

- Set up facility.
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Day of Invention Convention

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