



PROGRAM PLANNER GUIDE

Program: Memories
Date: Yearlong
Co-chairs: Allison Giddens & Matt Giddens

Thank you for answering the call and helping us create a memorable and impactful class experience! We encourage you to be creative and bring *your* vision for this program to life. As an alumnus of the program, you have a unique perspective that only you can share. Be empowered to take all your ideas and experiences and ***Lead The Way.***

What we hope to accomplish:

- Record wonderful memories from the class year
- Create recap videos throughout the year
- Produce end of year yearbook

Resources:

Budget: \$3000 from Chamber towards yearbook expenses

Material(s): Cameras, smiling faces

Sponsor(s): TBD – Must find sponsors for yearbook

Location(s): Assigned memories will be copied on all program memos detailing location two weeks out from program date.

Transportation: Individual Cars

Suggestion: Have a mid year committee meeting.

Inform your committee of the following:

- **At Fall Retreat, have the class line up in order of height and maintain assigned spots for class pictures throughout the year.**
- Make sure your committee knows to load all photos onto the Flickr site immediately after the program date.

- **Username: leadershipcobb@gmail.com / Password: LeadershipCobb24**
- Use the Google Drive account as a resource as needed:
 - **Username: leadershipcobb / Password: LeadershipCobb23!**
- Take at least 100-150 photos on each program day.
- Try to take everyone's picture.
- Try to take lots of "buddy" shots.
- Take plenty of photos of the co-chairs together (Joyette & Eddie) and vice co-chairs together (Tricia & Andy), plus photos of all four of them together.
- Make sure you have plenty of battery power. Be prepared with back-up supplies like batteries and memory cards.
- If they are not able to stay for the full day, they need to let you know ahead of time.
- **Take full class photos when possible! Must have these from Fall/Spring Retreat, Holiday Social and Government Day.**