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| --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Activity** | **Location** | **People** | **Materials** | **To Do** | **Events/ Activities in the Background** |
| Before 11 AM | Set Up | Various | * Alumni Counselor
* Ops
 | * Day of: Prince St: Welcome for Alumni (Easel by Main Office)
* Day of: Gold St: Welcome for Alumni (Easel by Main Office)
* Day of: Gold St: Welcome Alumni Banner (Gym)
 | * Alumni lists to Office Coordinator #1
* Alumni lists to Office Coordinator #2
* Alumni lists to DSO, SSM #1 & SSM #2
 |  |
| 11:00-11:30 | Welcome / Mingle | Gym | * Alumni Counselor
* College Counselor
* Dean of College (or other faculty member close to alumni)
 | * Pre-printed Nametags
* Pens
* Gift
* Sign In Sheet
* Schedule (65)
* Book Scholarship Surveys
 | * Photos
 | Mytonomy Filming:* Video Camera
* Questions
 |
| 11:30-12:15 | Lunch | Gym | * Alumni Counselor
* College Counselor
* Dean of College
* Leadership Team
 | * Lunch
* Soda
* Cups
* Plates
* Silverware
* Napkins
 |  |  |
| 12:15-12:45 | Overview of SchedulePreparation for Panels:-9th/10th-11th-12th  | Gym | * Alumni Counselor
* College Counselor
* Dean of College
 | * Do Now
* Handout w/ panel locations and times (65)
* VPU
* Powerpoint
* (Tentative) Panel Assignments
 |  |  |
| 12:45-1:01 | Break / Transition |  |

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| --- | --- | --- | --- | --- | --- | --- |
| 1:01-1:51 | Round 1: 10th Grade Panels  | Panel 1: Prince 202 | Lead: Dean of College | * Chairs are in room or waiting outside of room
* Questions from 10th grade scholars
* Back up questions
* Hard copies of panel guidelines for teachers
* Hard copies (130) of note taking tool
 | * Panel guidelines to all teachers
* Soft copy of note taking tool to all teachers
 | For any alumni not participating in panels: * Mytonomy Filming:
* Video Camera
* Questions
* Observing panels
 |
| *Support: Block 7 Teacher* |
| Panel 2: Prince B1 | Lead: Returning AF AHS teacher |
| *Support: Block 7 Teacher*  |
| Panel 3: Prince 103 | Lead: College Counselor |
| *Support: Block 7 teacher* |
| Panel 4: Prince B2 | Lead: Returning AF AHS teacher |
| *Support: Block 7 teacher* |
| 1:51-1:54 | Transition |  |
| 1:54-2:44 | Round 2: 9th Grade Panels | Panel 1: Prince 302 | Lead: College Counselor | * Questions from 9th grade scholars
* Back up questions
* Hard copy of panel guidelines for teachers
* Hard copies (140) of note taking tool
 | * Panel guidelines to all teachers
* Soft copy of note taking tool to all teachers
 | For any alumni not participating in panels: * Mytonomy Filming:
* Video Camera
* Questions
* Observing panels
 |
| *Support: Block 8 teacher* |
| Panel 2: Prince 304 | Lead: Returning AF AHS teacher |
| *Support: Block 8 teacher* |
| Panel 3: Prince 203 | Lead: Returning AF AHS teacher |
| *Support: Block 8 teacher* |
| Panel 4: Prince 103 | Lead: Returning AF AHS teacher |
| *Support: Block 8 teacher* |
| Panel 5: Prince 204 | Lead: Returning AF AHS teacher |
| *Support: Block 8 teacher* |
| 2:44-2:47 | Transition |  |
| 2:47-3:37 | Round 3: 11th Grade Panels | Panel 1: 204USC | Lead: Returning AF AHS teacher | * Questions from 11th grade scholars
* Back up questions
* Panel guidelines for teachers
* Hard copies (75) of note taking tool
 | * Panel guidelines to all teachers
* Soft copy of note taking tool to all teachers
 | For any alumni not participating in panels: * Mytonomy Filming:
* Video Camera
* Questions
* Observing panels
 |
| *Support: 2 advisors of scholars* |
| Panel 2: 201Wesleyan | Lead: Dean of College |
| *Support: 2 advisors of scholars* |
| Round 4: 12th Grade Small Groups | Room 1: 203UMASS | Lead: College Counselor | * Posters for topics
* Poster paper for notes
* Markers (# of topics = # of colors for markers)
* Back up questions
* Panel guidelines for teachers
* Hard copies (35) of note taking tool
 | * Guidelines to all teachers
* Soft copy of note taking tool to all teachers
* Questions from 12th grade scholars
 |
| *Support: 2 advisors of scholars* |
| Room 2: 202Susquehanna  | Lead: Returning AF AHS teacher |
| *Support: 2 advisors of scholars* |
| 3:37-3:40 | Transition |  |
| 3:40-4:00 | Break | Gym – 1st Floor Gold Street | * Alumni Counselor
* College Counselor
* Dean of College
 | * Snacks
* Soda
* Water
* Plates
* Napkins
* Cups
 |  | Mytonomy Filming:* Video Camera
* Questions
 |
| 4:00-4:10 | Class Photos | Gym or Outside AF AHS (Gold St) | * Alumni Counselor
* College Counselor
* Dean of College
 | * Camera
* 2010 Banner
* 2011 Banner
* 2012 Banner
 |  |  |
| 4:10-4:13 | Transition |  |
| 4:13-4:20 | Welcome / Mingle to Faculty | Gym | * Alumni Counselor
* College Counselor
* Dean of College
* All Available Staff
 | * Cupcakes!
* Soda
* Water
* Coffee
* Plates
* Napkins
* Cups
* Ice
* PPT for overview
 |  |  |
| 4:20-4:50 | Faculty & Student Panel  | Gym | * Alumni Counselor
* College Counselor
* Dean of College
* All Available Staff
 | * Posters for topics
* Poster paper for notes
* Markers (# of topics = # of colors for markers)
 |  |  |
| 4:50 – 4:55 | Shout outs | Gym | * Staff
* Alumni
 | * Shout out pads of paper
 |  |  |
| 4:55 – 5:00 | Closing remarks | Gym | * Principal
 | * n/a
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