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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 Schedule  Preparation 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: 204  USC | 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: 201  Wesleyan | Lead: Dean of College |
| *Support: 2 advisors of scholars* |
| Round 4: 12th Grade Small Groups | Room 1: 203  UMASS | 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: 202  Susquehanna | 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 |  |  |