

Kansas City Event

Targeted Event Date 02/26/09

Project Plan

Updated as of: January 20, 2009

Category	Task	Responsible Party	Status	Target Date for Completion
Venue	Details and contact information received for one potential venue:	Lorraine		1/30/09
	<ul style="list-style-type: none"> Provide shipping information to Loretta for communication to servicer 	Lorraine		2/4/09
Invitations and Logos	<ul style="list-style-type: none"> Invitation to committee for final review on 11/17/08 	Loretta/Allison		2/6/09
Servicer Communication and RSVP	<ul style="list-style-type: none"> Invitation sent to servicers along with request for RSVP, # tables and # of invitations 	Loretta/Allsion		2/9/09
	<ul style="list-style-type: none"> RSVPs from servicers 	Loretta/Allison		2/13/09
Volunteers	<ul style="list-style-type: none"> Create list of potential volunteer donors from local groups 	Shelia		2/10/09
	<ul style="list-style-type: none"> Determine number of volunteers needed 	Shelia		2/10/09
	<ul style="list-style-type: none"> Email prospective volunteer groups asking for their participation 	Shelia		2/10/09
	<ul style="list-style-type: none"> Create list of volunteers who have rsvp'd 	Shelia		2/10/09
	<ul style="list-style-type: none"> Have a prep call with all volunteers 	Shelia		2/10/09
	<ul style="list-style-type: none"> Do orientation with volunteers on site 	Shelia		2/10/09
Counselors	<ul style="list-style-type: none"> Create a list of non profit entities for this site – make sure we include all important teams 	Barbara		2/6/09
	<ul style="list-style-type: none"> Email Invitation to the event – 	Barbara		2/6/09

	asking for counselor participation			
	<ul style="list-style-type: none"> • Create RSVP list of counselors who responded. Affirm there is adequate coverage for the event. 	Barbara		2/16/09
	<ul style="list-style-type: none"> • Handle counselors on day of event 	Barbara		2/26/09
Security	<ul style="list-style-type: none"> • Determine sources for security at chosen venue 	Lorraine		2/10/09
	<ul style="list-style-type: none"> • Get bid for security services based on feedback from the task team on appropriate coverage 	Lorraine		2/10/09
	<ul style="list-style-type: none"> • Provide guidance to security officers on day of event 	Lorraine		2/26/09
Food and Drink	<ul style="list-style-type: none"> • Determine limitations from venue 	Lorraine		2/10/09
	<ul style="list-style-type: none"> • Get pricing from internal or external sources depending on limitations 	Lorraine		2/10/09
	<ul style="list-style-type: none"> • Inform PMI (if appropriate) as to our needs regarding water and food for servicers 	Lorraine		2/10/09
Signage	<ul style="list-style-type: none"> • Based on venue, determine signage needs compared to signs on hand 	Lorraine		2/10/09
Promotion and Advertising	<ul style="list-style-type: none"> • Confirm dollars available for radio advertising 	Larry		2/11/09
	<ul style="list-style-type: none"> • Discuss role of NW PR company 	NW/Qorvis/HOPENOW/Federal Reserve		2/11/09
	<ul style="list-style-type: none"> • Discuss role of HOPE NOW PR company 	NW/Qorvis/HOPENOW/Federal Reserve		2/11/09
	<ul style="list-style-type: none"> • Discuss websites where we can post the invitations 	NW/Qorvis/HOPENOW/Federal Reserve		2/11/09
	<ul style="list-style-type: none"> • Discuss local officials who need to be invited 	NW/Qorvis/HOPENOW/Federal Reserve		2/11/09
	<ul style="list-style-type: none"> • Discuss federal officials who need to be invited 	NW/Qorvis/HOPENOW/Federal Reserve		2/11/09
	<ul style="list-style-type: none"> • Discuss local strategy for churches, schools, other establishments to place flier 	NW/Qorvis/HOPENOW/Federal Reserve		2/11/09

	<ul style="list-style-type: none"> Brainstorm on other local means of promoting the event 	NW/Qorvis/HOPENOW/Federal Reserve		2/11/09
	<ul style="list-style-type: none"> Does the city have the ability to do voice mail blasts? Is that an option? 	NW/Qorvis/HOPENOW/Federal Reserve		2/11/09
Program for day of event	<ul style="list-style-type: none"> Will any dignitaries be present who may want to speak? 	All		2/17/09
	<ul style="list-style-type: none"> Is the waiting area conducive to speakers? 	All		2/17/09
	<ul style="list-style-type: none"> Do we want to offer a session on Loss Mitigation? 	All		2/17/09
	<ul style="list-style-type: none"> Do we want to offer a session on H4H program? 	All		2/17/09
	<ul style="list-style-type: none"> Other thoughts on a program for the event? 	All		2/17/09
Defining Roles for Day of Event	<ul style="list-style-type: none"> Determine who from task team will be on site 	All		2/17/09
	<ul style="list-style-type: none"> For those on site, define point person for: <ul style="list-style-type: none"> Media Counselors Volunteers Security Facilities Servicers Registration Escalated Customer Issues 	All		2/17/09