

Stage 1: Planning and Preparation

Objective: Establish the foundation for event planning and confirm early requirements.

Tasks:

- [Confirm venue and date \(Riverlife Baptist Church\).](#)
- Review prior year's notes for improvements.
- [Begin draft of data collection spreadsheet \(Google Sheets\).](#)
 - Download student names and codes from TASS and populate sheets
- [Order 500 award folders.](#)
- Email YLCs to confirm who will act as presenters.
 - Email "The Gown Chick" to order gowns www.thegownchick.com.au
- [Start preliminary run sheet for event order.](#)
- [Draft event script with Head of Secondary](#)
- Book buses for rehearsal with Transport department. In 2025 needed 420 students plus 10 staff.

Outputs:

- Confirmed event date and venue
- Updated data spreadsheet
- Confirmed award categories and presenters
- Script draft and run sheet draft commenced

Revision #5

Created 3 November 2025 01:25:37 by Guest

Updated 3 November 2025 02:01:21 by Guest