

K2P Book Launch: Day-Of Document

Contacts

Head Staff

Name	Role	Contact
Devyn Radke	PM	[retracted]
Robyn Crummer-Olson	Publisher	[retracted]
Alexandra Magel	PA	[retracted]
Emma St. John	Publicity Manager	[retracted]

Vendor Contacts

Name	Vendor	Contact
LuckyLab	Event Space	(503) 517-4352
John Perona	Author	perona@pdx.edu
K.B Mercer	Panelist / Guest / Other	N/A - through John

Ooligan Volunteers

Set up (4:15-6:20pm) ☐ Francisco ☐ Elliot ☐ Phoebe	Floater (6:30-7:30pm) ☐ Agi ☐ Elaine	Clean up (7:30-8:00ish-pm) ☐ Alexa ☐ Jenna ☐ Zach
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On-Call

- ☐ Elliot
- ☐ Phoebe
- ☐ Alexa
- ☐ Dani
- ☐ Rosina

Supplies Needed:

- | | |
|--|---|
| ☒ Small papers - pre-cut | ☒ Time cards |
| ☒ Pens | ☒ Business Cards |
| ☒ Raffle tickets | ☒ Stickers |
| ☒ Fish bowls | ☒ Bookmarks |
| ☒ Raffle prizes | ☒ Book stand |
| ☒ K2P book | ☒ Ooligan table tarp |
| ☒ Cataclysms | ☒ Print out book sale QR code |
| ☒ Totes bags | |
| ☒ Other collateral | |

TIMELINE: (pulled from the [detailed itinerary document](#))

<i>Time</i>	<i>Action</i>	<i>Ooligan Volunteers</i>
4:15pm (Emma & Devyn meet at 4pm @ Ooligan office)	Set-up volunteers meet at Ooligan office to help put books in Devyn's car GRAB FROM THE OFFICE Preloaded cart (double-check the materials based on the checklist)	Francisco, Elliot, Phoebe = Carpool with Devyn Emma (Driving alone) Alexandra (Carpool with Rosina) Riley (Driving)
5:00pm to 6:20pm	- Move tables around / set up book table & other supplies - Set up technology - Make sure the streaming computer is in a good view & that virtual station isn't distracting - Someone write pre- drafted questions	Francisco, Elliot, Phoebe, Riley, Alexandra, Emma
6pm-6:45pm	Give out raffle tickets & collect in fish bowl Live-tweeting/IG Story/other pictures (throughout the event)	Agi + Elaine Riley & Elliot
6:30-6:35pm:	Welcome message	Devyn
6:35-6:45pm	John talks about his book, themes, and a little bit about his process of writing. At this time, K.B Mercer can also begin the conversation between her and John.	John + K.B

	***Remind crowd to write down their questions	
6:45-7:25pm	Collect the questions and hand them off Virtual crowd: write down questions	Agi or Elaine Alexa
6:45-7:00pm	Conversation with K.B Mercer about climate advocacy and other topics from the book talking it up. We can begin the Q&A portion sooner.	John + K.B
7:00-7:25pm	Author Q&A facilitated by K.B Mercer & begins a larger conversation depending on the questions. ***Hold up 5 minute time card to move onto the raffle prizes	John + K.B Devyn
7:25pm	Last call for virtual people to enter the raffle Pick the raffle winner, write it down, and hand to John	Devyn
7:25-7:30pm	Announce raffle prizes and pick winners. Thank everyone for joining, again. Announce that there are books in the back for purchase and you're available for an author signing. With a promotional code, you can get the book \$5 off.	John + K.B
7:30-8:00pm	Sign books, mingle, help people purchase books , start cleaning up when people disperse to leave	Devyn, Alexa, Jenna, Zach Alexandra: managing the table ***On-call volunteers might be needed***
8:00pm	Clean up should be close to done. Debrief. Carry out remaining books to Devyn's car.	Devyn, Alexa, Jenna, Zach, Alexandra

SET-UP:**Materials Checklist**

Station	Supplies Needed
Book Table	☒ Ooligan table cloth ☒ K2P book & Cataclysms on display ☒ Ooligan business cards ☒ Stickers/bookmarks ☒ Scan code to purchase the book
General Tables	☒ Small papers & pens on each table ☒ Scan code to purchase the book
Virtual table	☒ Paper + pens ☒ Computer #1
Streaming table	☒ Computer #2
General	PRINT OUTS

DURING THE EVENT:

Duty	Ooligan Volunteers
Cash box/Book Table	Alexandra
Handling out Raffle tickets	Set- up volunteer/ Agi or Elaine
Managing the streaming technology	Devyn
Collecting Questions w/ the fishbowls	Elaine
Writing questions down from virtual crowd	Devyn or on-call volunteer
Handing questions over	Agi

CLEAN-UP PLAN:

- ☒ ~~Move the tables back to original spot~~
- ☒ ~~Pick up any lingering trash~~
- ☒ ~~Clean up the book table~~
- ☒ ~~*Don't leave anything behind*~~