



To Do List: Balloon Fest 2009

| ITEM | WHO | DATE DONE |
|--|--------------|-----------|
| <u>Advance Logistics</u> | | |
| Arrange for launch & presentation venue | Steve | 6/1/08 |
| Web site | Steve | 3/27/09 |
| Flyer | Steve | 2/1/09 |
| List of registered teams | Steve | 2/28/09 |
| List of interested/potential mentors | Steve | 2/28/09 |
| Mentor Invitations/Inquiries | Steve | 3/30/09 |
| Mentor – Team assignment list | Steve | 3/30/09 |
| Arrangements for Saturday dinner | Hartmut | ✓ |
| Friday Social & dinner reservations | Steve | 4/2/09 |
| <u>To Order</u> (refer to Planned Purchase list) | | |
| Helium: 7 T-tanks (each 284 ft ³) | Hartmut | ✓ |
| Balloons: 14 #8237 | Hartmut | ✓ |
| <u>Day-of Logistics</u> | | |
| Food (snacks & Lunch) | Steve | |
| Reimbursement for snacks,lunch, dinner | Hartmut | |
| Awards / Certificates / Prizes | Hartmut | |
| LCD projector & computer for the presentations | Terry | |
| Laptop computers (w/LoggerPro, PPT, & Excel) | Steve, Terry | |