**Plans for Python Education Summit 2014**

There are many steps associated with preparing for an event like the Python Education Summit (PES). Below is a first-cut description of those steps as well as a notional schedule. This document intended to be a sounding board to collect, discuss and refine ideas. In order to drive the success of future PES events, a full-fledged Standard Operating Procedure should evolve from this document. Any and all comments are welcome.

**Decide upon and prioritize the goals of PES (some suggestions follow):**

* Support the teaching of programming in Python
* Share insights
* Form connections
* Foster collaboration
* Identify common issues/obstacles
* Build a sense of unity/community

**Decide on guidelines:**

* Open registration vs Invitation
  + Pros
  + Cons
* Assigned topics vs Unconference
  + Pros?
  + Cons?

**Decide on an Agenda (some suggestions follow):**

* Keynote speaker
* Panels [for reference, what topics were covered last year]?
* Speakers?
* Lightning talks?
* Activities?
* Topics vs unconference
* Duration/schedule

**Identify a group of folks to fill the following roles:**

* Event/planning lead
* Emcee
* Registration/Invitations lead
* Standard Operating Procedures author/editor
* Runner (person(s) to run things to ground the day before/day of the event)
* Clean up crew
* Other roles???

**Produce a Standard Operating Procedure:**

* Build upon this basis
* Revise the attached notional schedule (to facilitate delivery each year)

**Coordinate logistics:**

* Number of attendees
* Size of the room
* Number and types of tables/chairsroom layout
* Badge strips
* Program printing
* Projector(s)/presentation laptop
* Audio/visual considerations
* Podium
* White boards/flip boards and markers
* Food

**Report out results to PyCon attendees:**

* Via Lightning Talk?
* Via officially sanctioned time slot

**Notional Schedule:**

| **Date** | **Task** | **POC** | **Comments** |
| --- | --- | --- | --- |
| Day -180 | Identify leadership committee volunteers based on the roles identified above… | Previous years leadership committee |  |
| Day -170 | Collect Keynote speaker ideas | Leadership Committee |  |
| Day -165 | Vote on Keynote speaker | Leadership Committee |  |
| Day -160 | Confirm Keynote speaker | Leadership Committee |  |
| Day -150 | Coordinate logistics for the event (room size, tables, layout badge strips, ) | Event Planning Lead | Questions:  Who handles each of these? Hotel, PyCon, etc… |
| Ongoing | Capture Lessons Learned/Standard Operating Procedure | SOP Author |  |
| Day -140 | Designate an Emcee | Leadership Committee |  |
| Day – 120 | Collect agenda ideas/schedule | Leadership Committee |  |
| Day – 115 | Vote on agenda ideas/schedule | Leadership Committee |  |
| Day – x |  |  |  |
| Day – x |  |  |  |
| Day - 20 | Print Programs | Leadership Committee |  |
| Day - 5 | Designate runners | Leadership Committee | Identify one or two people to be on point the day of the event to fix emergent issues |
| Day -5 | Identify cleanup crew | Leadership Committee | One or two people to help with general cleanup following the event |
| Days: -2 to -1 | Finalize event preparations | Leadership committee/Event Lead |  |
| Day 0 | Greet Attendees | Registration/invitations lead |  |
| Day 0 | Emcee the event | Emcee |  |
| Day 0 | Fix emergent issues | Runners | Be available to solve emergenct problems |
| Day 0 | Cleanup | Cleanup Crew | Ensure that equipment, resources, etc are all accounted for. |
| Day 0 | Present results during Lightning Talks or at Officially sanctioned time slot | Emcee? Event Planning Lead? |  |
| Day 3 | Report up to PyCon leadership | Leadership Committee | Finalize a report up to PyCon leadership regarding any successes, issues, concerns |
| Day 5 | Finalize Lessons Learned | Leadership Committee |  |