EXPO 2000
APRIL 10 – 14, 2000

Tentative Agenda

February 8  Letters to coordinators announcing Expo dates, requesting nominations for
Distinguished Graduate Student and asking them to begin process of
developing presentations for the Expo week.

February 14  Hang flyers in each department to let students know about the Expo.

February 15  Begin making 2 posters for each department and also enough posters to display
around campus

February 21  Print invitations for reception (1000).

March 1  Department deadline for notifying the Graduate School of participation in Expo.

March 1  Deadline for departments to submit the name of their Distinguished Graduate
Student to the Graduate School.

March 15  Hang posters in each department and around campus.

March 15  Develop brochures and have them printed.

March 15  Order food for reception.

March 15  Give Rhonda names of Distinguished Graduate Students so she can have plaques
printed.

March 15  Letters to recipients of Distinguished Graduate Students informing them of their
nomination and asking them for names and addresses of family and friends they
would like us to send an invitation to.

March 25  Invitations sent out to administrators, department chairs, graduate coordinators,
graduate faculty, Expo 2000 participants and family and friends of award
recipients

April 1  Post flyers in each department inviting all graduate students to the Expo Awards
Ceremony and Reception

April 5  Expo brochures distributed and press releases sent out.

April 12  Distinguished Graduate Student Reception.

April 13  Sleep until NOON!