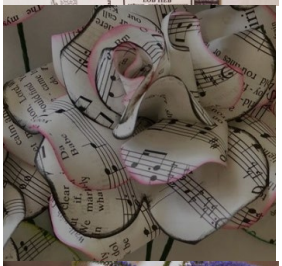

Newspaper Launch Party 2026

Color theme-

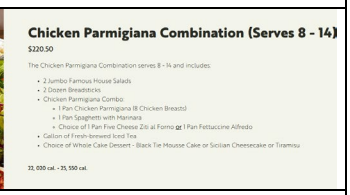
Black	Grey	Maroon	Yellow

- **Date and Time:** FS March 10th 11:00am to 3:00pm
- **Date and Time:** PY March 17th 11:00 am to 3:00pm
- **Location:** PY- Dinning commons, MPR A/B
- **Location:** FS- Performance/Fireside Lounge room 420
- **Guest Capacity estimate:** 150-200 in total (150 students + 30 Staff/20 Volunteers)

EVENT TIME LINE		
TIME	**ELEMENT**	**DETAIL**
9AM-11AM	**SET UP**   	**Dinning Commons-** Make sure tables are set up with table presentations Kahoot info on each table QR codes to RSVP to check in last minute people to win RSVP mystery prize **MPRA-** All tables labeled with department info Table covers on each table Photobooth setup Name artists, henna, and airbrush tattoo themed “the story within” check in Publication table ready with check in map and logo merch **MPRB-** Publishing craft set up on table Photobooth with polaroid camera ready Small décor set up in front of buffet tables
10:30-11AM	**Check IN**	• Check-In and map of events

		• Photobooth Open, Photo Display Set and website scavenger hunt ready for guests • Guests can mingle in MPR A/B and chose where to sit in dinning commons • Guests sign in to RSVP form to win prize at end of event and check in for lunch pass.
11AM-11:30AM	**MC INTRO & Teresa Speech**	• 11-11:15 Teresa Speech • 11:15-11:30 Introduction of Student Media and Event overview
11:30-12:30PM	**Spotlight Interviews**	• 11:30-11:50- • Spotlight#1 • 11:50-12:10- • Spotlight#2 • 12:10-12:30- • Spotlight#3
12:15-12:30PM	**Lunch food setup** **MC outline of events** **Staff coverage at event rooms**	• Food setup in MPR B • Have additional staff watch food or check in on it • Announcement Made by MC that lunch has started and gives out Kahoot info • MC also explains photo walk gallery and website scavenger hunt • Have 1 staff in photo walk to describe voting ballot • 1 staff in website hunt to give out map
12:30-1:30PM	**Lunch**	• MC announces Kahoot at start of lunch, that event will start at 1pm • 1 staff member to man lunch line and flow • MC awards Kahoot prize • MC reminds audience of website scavenger hunt prizes and photo walk gallery voting • MC reminds audience to RSVP for the event with QR code on the table
1:30-3:00PM	**Recognition, Networking and closing remarks**	• Laura gives final speech on Student Media, process of

		publication and closing remarks to audience. • MC gives out 3 RSVP prizes • Iopu also shares closing remarks about OSL in general and our teams working together • MC explains events in MPR A/B continue till 2pm, please go connect with Departments, get your magazine signed and turn in your RSVP for a goodie bag.

BUDGET		
Category	**Projected**	**Notes**
Artist	**$2,195.55**	• Henna $700 • Tattoo Artist $600 • Name Art $700
Giveaways	**$1,313.27**  **Logo 1 SM mug instead of zlipper** **Earrings- 100 earrings $70** **Keychain- 48 $20**	• 100 per campus, color your own zlipperz • Color Your Own Zlipperz: 1-800-993-NEON • 50 keychains  • 100 earrings 
Food	112 people per campus $1,760 per campus **$3,520 total for food** **menu list with pricing**	 
Promotion	**$150**	4 A Frames 100 8x11

		50 11x17 Marcom post on Canvas Marcom post on calendar
	Total=	$6,858.82
	Publication Print= 500 copies	$1,100.00 per campus
	Total plus publication cost	$8,278.82 ($1,721.18 below projected budget of $10,000)

JOBS		
Job	**Tasks**	**Time Needed**
MC	Announcing each person who will speak, also in charge of advancing spotlight presentation and announcing events	
Check IN (2)	Checking in students, staff and departments. Guiding people where to go Reminding people to do RSVP for mystery gift, but also required for entrance Answering questions	At beginning from 1030-11AM *Stay at check in to collect RSVP, hand out gift bags and to hand out RSVP info if students want to claim a gift bag. *There will be a display of the awesome Kahoot prize also to show students what they can win if they play Kahoot at lunch
MPR A Manager(2)	Directs each department where to go Reminds departments to stamp press pass Watches over photobooth and keeps it logged in Watches photobooth props so they are not taken Checks in with caricature artist see if they need water or help Checks in with air brush artist for need or help	The whole event 11-3pm **MPR A Manager**, please check in with students to go over when you will be there for the coverage of MPRA
MPR B Manager (2)	Sets up craft table sets up photobooth puts up craft display takes photo if groups need it helps lunch setup Checks in with henna artist for help/need	The whole event 11-3pm **MPRB Manager**, after your spotlight interview is done, you can chill in the MPRB area and craft/support with students-we need you all to make example crafts on Monday.

	Puts together publish frame craft for guests	
DJ	Welcomes people to event Plays chill happy music to create mood-nothing specific Lowers and raises volume based on stage need Works with MC help/need	The whole event 11-3pm **DJ**- to set it up and assist Iopu as MC, Laura will also send a Spotify list you will use for the event
DJ assistant	Monitors and gives assistant to DJ. Gives out gifts to spotlight interview and thanks them As they leave the stage	The whole event 11-3pm Please work together and decide who will pass out thank you gift to interview guests at end of the speeches and go get Kahoot prizes for MC to hand out. Create RSVP ticket bowl from forms list of names and bring to MC to pick. Check for water bottle needs for guest interviews.
Website scavenger hunt	Greets people to website Tells guests how to find easter eggs in the website pages. Hands out scavenger hunt map Monitors room	Office tours from 1200-2pm Please decide who will do SM coverage for the hunt and has the hunt answers- guests will want help with.
Dinning commons manager	Makes sure tables are ready for event Checks on tables, make sure everyone has what they need for event or answers questions	Bounce In Coverage, will check to make sure all table displays are ready and facilitate guest needs as they come.
Gift bag RSVP checker	Stays with 100 gift bags Tells people to get one, must fill out RSVP online Redirects people in a nice way to check in to get RSVP finished,	The whole event 11-3pm you will stay at the check in table, take down who has finished RSVP online to know which students get a gift bag. See Laura to go over RSVP outline for check-in.
Outside greeters (2)	Stay outside, give people flyers, tell them about event or answer questions	Directs people whole time to event 11-3pm **Manager**, please give out flyers and direct students, staff and faculty to event. Make sure if they are an artist to check in with Laura. This role you will need to print out the event map, so you can direct around 150-200 people to their

		locations. Please study the event maps the day before, so you have a good knowledge of where all people go before the event, so you can help them quickly. **Assist-** if too many people need help, send them to the check in table. if you want to create an event map to use as a display on a table in front of the building, please let me know if this can help with crowd control.
Clean up and tear down	All hands on deck to take down items at first event FS and pack up for PY event the following week	3pm-4pm