

# THATCamp Planning Timetable

## Two to six months beforehand

- Read [reports and evaluations](#) from past THATCamps
- [Coordinate](#) with other events if you like
- Design a [logo](#)
- Build [your website](#)
- Arrange a [date](#) and a [space](#)
- Arrange for coffee, food, tech such as wi-fi and projectors, and swag such as t-shirts based on your [budget](#)
- Plan [workshops](#)
- [Publicize](#) the event
- Begin accepting [registrations](#)

## One month beforehand

- Approve all eligible registrations and create user accounts for all participants.
- Create a Participants page such as [bayarea2011.thatcamp.org/attendees](http://bayarea2011.thatcamp.org/attendees) (add a new page, then set its Page Template to “Campers”).
- Publish a blank [schedule](#) grid with time slots and rooms to the website, perhaps by embedding a Google Docs spreadsheet (such as our [sample](#))
- Add descriptions of any workshops with the instructor’s name, the difficulty level or any pre-requisite skills, and any required accounts or software
- If necessary, arrange transportation for people from their hotels to the THATCamp venue
- Order swag (t-shirts, tote bags, etc.) if you are providing it

## Two weeks beforehand

- Email all participants and [call for session proposals](#).
- Remind participants to bring a laptop (not an iPad or other tablet), to update their profiles, and tell them any other information they need to know, including how to log in to the THATCamp website
- Make reservations at a nearby pub or restaurant for post-unconference gatherings (for day 1, expect 50% of attendees, for day 2, expect 10%-25% of attendees)
- Devise a method for letting people know how to connect to the wi-fi, either by posting the info prominently in a common area or by including it on the back of each participant’s badge
- Decide whether you will ask for donations from participants, and if so, figure out a method for collecting them (PayPal, pass the hat afterward, optional registration fee when people pick up their badges, etc.)
- Plan for what to do with any uneaten food, such as donating it to a local food bank
- Run through the [checklist](#) to make sure you haven’t forgotten anything
- Print badges (you can also wait until the day before) or make sure you have blank name tags and pens

## The night before

- Review the space to make sure that chairs, tables, power strips, projectors, and signs are all present and in order
- Set up a check-in table with badges, swag, and any office supplies participants will need for the scheduling
- Make sure you have everything you need for voting on sessions and [scheduling](#) them
- Consider printing the session proposals (you can use Anthologize for this) and taping them up on walls near the check-in area so participants can read them offline

## At the beginning of the day

- Give everyone a chance to learn about the proposed sessions — print them and post them on the wall and/or ask the proposers to talk about them
- Collect votes on sessions by stickers, a show of hands, or any other method you like
- Make introductory remarks and begin the [scheduling](#)
- Go over the [THATCamp Ground Rules](#) (THATCamp is fun, productive, and collegial)
- Mention the “Law of Two Feet” (if a session isn’t useful, use your two feet to go to another one)
- Create a draft schedule
- Ask the participants for suggested revisions to the schedule
- When the schedule is set, consider printing copies of the schedule and posting one outside each room and/or making copies for everyone

## At the end of the day

- Ask for donations, if you have planned to
- Ask participants to fill out a brief [evaluation](#) (only two fields required!)