

# Lavender Graduation Timeline

Purchase Code: LAV

## Winter Quarter

Week 1
<ul style="list-style-type: none"> <li>• Recruit committee!!</li> <li>• Contact OUTwrite, let them know we want to place an ad in this quarter's issue             <ul style="list-style-type: none"> <li>○ Editor: Bryan Platz &lt;bplatz7@gmail.com&gt;</li> <li>○ Managing editor: Kayla VernonClark &lt;kaylave@gmail.com&gt;</li> </ul> </li> </ul>
Week 2
<ul style="list-style-type: none"> <li>• Recruit committee!!</li> </ul>
Week 3
<ul style="list-style-type: none"> <li>• First committee meeting             <ul style="list-style-type: none"> <li>○ Determine subcommittees</li> <li>○ Recruit advertisers</li> </ul> </li> <li>• Start designing marketing materials             <ul style="list-style-type: none"> <li>○ Poster – large &amp; letter size</li> <li>○ ¼ sheets</li> <li>○ OUTwrite Ad                 <ul style="list-style-type: none"> <li>▪ Add “early bird” deadline for stoles &amp; student speaker</li> </ul> </li> </ul> </li> <li>• Update website &amp; google docs</li> </ul>
Week 4
<ul style="list-style-type: none"> <li>• Research potential musical groups</li> <li>• Marketing – for graduates, volunteers:             <ul style="list-style-type: none"> <li>○ Bruin Pride</li> <li>○ Powerpoint</li> <li>○ LGBT Studies</li> <li>○ WAC</li> <li>○ Graduate Student Resource Center</li> <li>○ Website</li> <li>○ CPO – gender &amp; sexuality coordinators</li> </ul> </li> <li>• Design OUTwrite Ad</li> </ul>
Week 5
<ul style="list-style-type: none"> <li>• Begin TGIF Funding application</li> <li>• Email potential advertisers             <ul style="list-style-type: none"> <li>○ Review last year's ads, contact same departments again</li> </ul> </li> </ul>
Week 6
<ul style="list-style-type: none"> <li>• OUTwrite ad done, sent to editors</li> </ul>
Week 7
<ul style="list-style-type: none"> <li>• Start designing powerpoint</li> </ul>
Week 8
<ul style="list-style-type: none"> <li>•</li> </ul>
Week 9
<ul style="list-style-type: none"> <li>•</li> </ul>
Week 10
<ul style="list-style-type: none"> <li>•</li> </ul>
Finals
<ul style="list-style-type: none"> <li>•</li> </ul>

## Spring Quarter

Week 1
<ul style="list-style-type: none"> <li>• Call to graduates for stoles order (or can be placed in google doc – early deadline needs to be made clear though)</li> <li>• Confirm musical group</li> <li>• Contact student orgs – funding application             <ul style="list-style-type: none"> <li>○ <a href="http://www.studentgroups.ucla.edu/graduation/">http://www.studentgroups.ucla.edu/graduation/</a></li> </ul> </li> <li>• Marketing – for graduates, volunteers, awards:             <ul style="list-style-type: none"> <li>○ Bruin Pride</li> <li>○ Powerpoint</li> <li>○ LGBT Studies</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ WAC</li> <li>○ Graduate Student Resource Center</li> <li>○ Website</li> <li>● Contact student orgs – ask to put together photo slideshow for org highlights</li> </ul>
<b>Week 2</b>
<ul style="list-style-type: none"> <li>● Place order: <ul style="list-style-type: none"> <li>○ Catering</li> <li>○ Jarritos</li> <li>○ Popchips</li> </ul> </li> <li>● Confirm logistics with Gender Studies</li> <li>● Ask student orgs to start putting together year highlights</li> </ul>
<b>Week 3</b>
<ul style="list-style-type: none"> <li>● Go through last year's materials, check to see if we need to order: <ul style="list-style-type: none"> <li>○ Tassels</li> <li>○ Certificate paper: Office Max product code P1961032</li> <li>○ Certificate holders: <a href="http://www.paperdirect.com/Certificate-Folios/-109346">http://www.paperdirect.com/Certificate-Folios/-109346</a></li> <li>○ Mini DV tape: office max</li> </ul> </li> <li>● Start building graduate powerpoint</li> </ul>
<b>Week 4</b>
<ul style="list-style-type: none"> <li>● Quotes <ul style="list-style-type: none"> <li>○ Booklets</li> <li>○ Bags</li> </ul> </li> <li>● Start recruiting student speaker</li> </ul>
<b>Week 5</b>
<ul style="list-style-type: none"> <li>● Stoles order due</li> <li>● Start designing program booklet</li> <li>● Contact &amp; confirm coordinators <ul style="list-style-type: none"> <li>○ Check in</li> <li>○ Volunteers</li> <li>○ Reception</li> <li>○ Korn Auditorium</li> <li>○ VIP Reception</li> </ul> </li> <li>● Contact and confirm award presenters and speakers</li> </ul>
<b>Week 6</b>
<ul style="list-style-type: none"> <li>● Order supplies <ul style="list-style-type: none"> <li>○ Certificates</li> <li>○ Rainbow supplies</li> </ul> </li> <li>● Get quotes <ul style="list-style-type: none"> <li>○ Awards</li> </ul> </li> <li>● Last push for recruitment of awards/scholarships</li> <li>● Start laying out program booklet</li> </ul>
<b>Week 7</b>
<ul style="list-style-type: none"> <li>● Award nominations due</li> <li>● Scholarship nominations due</li> <li>● Select student speaker <ul style="list-style-type: none"> <li>○ Get bio for introduction</li> </ul> </li> </ul>
<b>Week 8</b>
<ul style="list-style-type: none"> <li>● Awards &amp; scholarship decisions</li> <li>● Order plaques</li> <li>● Funding application due?</li> <li>● Schedule coordinators meeting for week 10 or finals</li> <li>● Select scholarship winners, check with financial aid</li> </ul>
<b>Week 9</b>
<ul style="list-style-type: none"> <li>● Notify scholarship awardees, confirm attendance at Lav Grad</li> <li>● Graduate application closes <ul style="list-style-type: none"> <li>○ Cross check LGBT Studies minors with Libby</li> </ul> </li> </ul>
<b>Week 10</b>
<ul style="list-style-type: none"> <li>● Meet with coordinators, walk through Korn</li> <li>● Prep logistics, materials</li> </ul>

- Print certificates for graduates, LGBTS minor, scholarships, plaques, etc.
  - Purchase gold seals from Campus Photo (need for graduates, minor, and scholarships)
- Send out graduate and volunteer instructions
- Place booklet order
  - Send to Kyle McJunkin for proofing - [KMcJunki@college.ucla.edu](mailto:KMcJunki@college.ucla.edu)

#### Finals

- Prep logistics, materials
  - Name tags (VIP Reception & volunteers)
  - No photo stickers
  - Sign in sheets
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