

# Capstone Consulting, Inc

## Memorandum

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**To:** Galeta Kaar Clayton, Debbie Fox  
**From:** Lori K. Pedelty & Anne Updegrove  
**Date:** 9/16/2005  
**Re:** Fall Fest 2005

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We are off and running! And once again, the response from the CCDS family has been right where we need it to be – simply amazing! People have been willing and eager to chip in and do whatever it will take to make this the best Fall Fest ever.

With so little time before the big day, we are writing this memo to report on the progress we made this first week and the plans we put together to ensure all the details are attended to leading up to the event:

- We met with Karey Fix and Lynne Nieman on Sunday for an orientation about the event and to transfer the files.
- We met as co-chairs to map out our game plan between now and the event, with an emphasis on the process and critical issues for week one. Critical issues included:
  - Reserving the animals, games and activities. (Done.)
  - Mapping out our Communication Plan. (Done.)
  - Organizing committees around manageable (“bite-sized”) elements of the event, to ensure that all the details are properly attended to, in light of the short time between now and the event. (Done.)
  - Identifying and recruiting the best people to chair our committees. (Done.)
- All animals (petting zoo, ponies, camel) and all games (inflatables and other games and activities) have been reserved at same prices as 2004.
- The Communication Plan
  - Anne and I are scheduled with conference calls twice weekly between now and the event. Other ad-hoc communications will take place as required.
  - Overviews of responsibilities were shared with each Committee Chair this past week.
  - Weekly updates are scheduled with each Committee Chair, (more as required).
  - Capstone designed a web-page for purposes of coordination, this will list committee chairs and their e-mail addresses for ease of communication. Got to [www.capstoneconsulting.com](http://www.capstoneconsulting.com) and click on the CCDS School House Icon to go to the Fall Fest Committee Website.
  - E-mail will also be used extensively for quick updates.

- Committees were formed, some are the same as previous years, others have been added to ensure adequate manpower for preparation and implementation, and to ensure that no one person or committee is over burdened. See attached Table A for details.

It is our responsibility to ensure that every Committee Chair understands their roles and responsibilities and the desired outcomes they are responsible for achieving. We are responsible for providing support whenever it is required, whether to steer in the right direction or to lend a helping hand. Through our networking during this first week, we have recruited another 15-20 volunteers; most have communicated that they will help in any manner needed; we will get this list to the Staffing Committee. We are in the process of recruiting one representative per grade to help with the final “rush” of recruiting volunteers, so that if, for instance, we come up short with one week to go before the event, these “on call” helpers can help in making fast and meaningful contacts with people they know.

### **Next Week’s Priorities**

- Send out the Fall Fest notice to all CCDS families (we will draft for Galeta’s review and approval).
- Confirming Committee Chairs.
- Orient Committee Chairs and give them their specific “assignments,” with target completion dates (these will be mutually agreed to, and in place simply to ensure that things are not delayed until the last minute).
- Agree upon a Communication Plan with each Committee Chair, how often, when, and whether we should meet in person or over the phone.
- List of underwriting requirements to Galeta.

There will not be a face meeting of all committee chairs, rather direct communication, either face-to-face or telephonically will happen between those committees who require coordinated efforts on an as needed basis.

We will be meeting with all chairs following the event to conduct a post-mortem in determining what went well and what needs improvement, and to learn who is willing to continue as a chair for the 2006 event.

That’s it for now. Please let us know if there are any specific directions you have for us about any element of the event.