

**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!