

Workback-Grid view

Description	Assigned to	Due Date	Status	Notes
Production Team Hired	Stanford	11/13/2020		
Content build and gathering phase	Stanford & Catapult	11/16/2020		
Show files build and set	Catapult	11/23/2020		
Show agenda begin build out	Stanford & Catapult	11/30/2020		
Graphic Design Phase Begins	Catapult	11/30/2020		
Graphics - drafts received for feedback	Catapult	12/7/2020		
Stanford Closed for holidays	Stanford	12/14/2020		
Graphic Design Continues	Catapult	1/4/2021		
Hopin Build	Catapult	1/4/2021		
Camera/Mic sets Purchased for keynote speakers	Catapult	1/11/2021		
Registration Live	Stanford	1/11/2021		
Send all speakers best practices & book tech checks	Catapult	1/18/2021		
Sponsors Cut Off	Stanford	1/29/2021		
Cut off date for video Submissions	Stanford	2/1/2021		
Addresses for camera/mic packs received	Stanford	2/1/2021		
Run of Show Finalised	Stanford & Catapult	2/19/2021		
Hopin Sign off deadline	All	2/19/2021		
Blank Lower Third & graphics to Stanford	Catapult	2/19/2021		
Graphic Design Complete	Catapult	2/22/2021		
Hopin Build Complete & Duplicated for testing	Catapult	2/22/2021		
Talk Titles finalized & motion graphics sting production	Stanford & Catapult	2/22/2021		
Initial Programming	Catapult	2/23/2021		
Speaker Tech Checks 3 days	Catapult	2/23/2021		
Sponsor Expo Run through 4pm-6pm EST	Stanford & Catapult	2/23/2021		
Screen records for Orientation Video	Catapult	2/23/2021		
Pre Records 'as live'	Catapult	2/25/2021		
VIMEO TEST for Ambassadors	Stanford & Catapult	2/25/2021		
Complete Youtube titles for videos	Stanford	2/25/2021		
Presentation deadline	All	2/26/2021		
Send Magic Link from Hopin	Catapult	3/1/2021		
Editing of Pre Records Completed	Catapult	3/2/2021		
Deadline for Graphics- FULLY FINISHED	Catapult	3/2/2021		
Rehearsals & Cue to Cue - Main Stage shift 1 & 3	Catapult	3/4/2021		
Event Run through on Hopin	Stanford & Catapult	3/4/2021		
Rehearsals & Cue to Cue - Main Stage shift 2	Catapult	3/5/2021		
Registration Closing	Stanford	3/5/2021		
Rehearsals & Cue to Cue - Education Stage shift 1 & 2	Catapult	3/6/2021		
Video Editing	Catapult	2/11/2021		
Event Day	Stanford & Catapult	3/8/2021		
Debrief	Stanford & Catapult	3/12/2021		