

month	September				October				November				December	
week	1	2	3	4	1	2	3	4	1	2	3	4	1	2
Scientific Program														
Liaise with Four Winds to lock-in stakeholder relevant surveys														
Assess site and potential Habitats														
Habitat list and ideal survey list														
Develop 2 page background doc & all forms														
Contact and enlist Survey Leaders														
Agree Schools program with BEEC														
Send and receive Survey Details														
Sends and receive Risk Assessments														
Create& agree Risk Assessment for Four Winds site and Basecamp														
Finalise survey program & create Timetable														
Identify and organise survey & Display equipment														
Collection of equipment														
develop event registration portal (Eventbrite)														
Basecamp Program														
Liaise with Four Winds to lock-in & timetable stakeholder relevant activities/displays														
Organise displays and projectors														
Organise "Museum in a Box"														
Organise volunteers for Basecamp														
Develop basecamp activites														
Organise Microeye														
Data Management														
Organise NatureMapr tutorial session														
Design data recording sheet														
organise wifi and computers														
Organise data input volunteers														
Promotion														
Liaise with Four Winds and for promotion														
Develop communication plan														
implement communication strategy														
Compose invitation letters														
Compose newsletter writeups														
Organise photographers														
Organise & order signage and banners														
Design and order T Shirts														
Organise Volunteer and Survey Leaders														
Organise who does what														
Organise pre-Bioblitz briefing														
Organise first aid and necessary equipment														
organise pens, slates and paper etc.														
Compose paper based registration and waivers														
Compose online registration and waivers														
Activate Booking System														
Evaluation														
Develop feedback forms														
Design evaluation plan														
conduct evaluation														
report hand in														Feb 17

