Programming Team - Things you need to know

1. OUR TEAM

Tracks

Tech Track: James Hice, Krunal Desai, and Joey Hampton - tech@penguicon.org

Science Track: Zach Blagg - science@penguicon.org

Eco Track: Joey Hampton - eco@penguicon.org

Literature Track: Michael Cieslak - literature@penguicon.org

Costuming Track: Kat McConnell - costuming@penguicon.org

Food Track: Jessica Pratt - food@penguicon.org

Gaming Track: Bill Korsak - gaming@penguicon.org

Mayhem Track: Jamie Liss - mayhem@penguicon.org

Action Adventure Track: John Bell - action@penguicon.org

Life Track: Julie Hargraves - life@penguicon.org

Music Track:Jon Pilbeam - music@penguicon.org

After Dark Track: Jessica Zerwas - afterdark@penguicon.org

Film Track: Keith Martens - film@penguicon.org

Video Gaming Track: ? - videogaming@penguicon.org

Webcomics Track: ? - webcomics@penguicon.org

Anime Track: ? - anime@penguicon.org

Special Programs:

Geeks with Guns: John Bell - guns@penguicon.org

Room Parties: Jessica Rapai - roomparties@penguicon.org

Dealers Room: Jamie Liss and family - dealers@penguicon.org

Artist Alley: Judy Foley - artist@penguicon.org

Masquerade: Suzette Mariotti - masquerade@penguicon.org

Talent Wrangler: Kyle Manor - talent@penguicon.org

Charity Drive: Jessica Pratt - charity@penguicon.org

Maker Space: Dana Nelson - maker@penguicon.org

Rocky Horror Picture Show: Tim Downing - rhps@penguicon.org

Geek Prom: ? - geekprom@penguicon.org

2. RESPONSIBILITIES OF TRACK HEADS AND PROGRAM COORDINATORS

Track Heads:
- Generates a list of ideas for programming in the track area, including panels, workshops, demonstrations, and solo talks.
- Contacts the community for ideas for programming, connections related to the track area, and possible panelists
- Invites successful panelists from previous years
- Visits or contacts local organizations related to the track area to get them involved
- Invites people to participate on panels
- Communicates with panelists in the track area; collects contact information, a paragraph for the program book, and needs for panel spaces
- Works with Head of Programming to communicate all information about panelists and on all aspects of the track area
- Works with the Treasurer to spend the budget responsibly
- Generates ideas for possible Featured Guests in the track area, and submits them to Head of Programming for approval
- Communicates with Featured Guests
- Attends all Programming meetings
- Attends Penguicon and oversees track as needed

Program Coordinators:
- Generates a list of what needs to be done in order to plan and execute the program
- Takes all actions needed to execute the program
- Works directly with Head of Programming on all aspects of the program
- Works with the Treasurer to spend the budget responsibly
- Communicates with the community to share information and generate excitement about the program
- Attends all Programming meetings
- Attends Penguicon and oversees the program

3. TYPES OF GUESTS

Guests of Honor:
Our Guests of Honor (or GoHs) are often authors, scientists, hackers, coders, game creators, musicians, and other luminaries who make the con exciting by giving us a chance to learn from the masters. Guests of Honor are given free travel, accommodations, and room and board. You'll find profiles of them in the program book and they are featured in various panels and events throughout the weekend. GoHs are invited by the ConChair. If you have a suggestion for a GoH in your track area, email Nuri at chair@penguicon.org.

Featured Guest:
A featured guest is someone who is a standout in their area of knowledge who is invited to bring something special to Penguicon. Featured guests receive a free membership, are listed in the program book, and are expected to contribute to the convention experience.

Panelist:
Anyone who presents programming at Penguicon is a panelist, and can can receive the panelist registration rate of $30 by either presenting at least 3 or more hours of programming or by submitting their presentation in advance to be shared with our community via a creative commons license.

GoH Emeritus:
A Goh Emeritus is a past Guest of Honor. We extend an invitation to our past GoHs each year, and they receive a free membership when they attend. We have the *option* of asking them ask them to do programming if we would like. They are *not* Featured Guests.

4. PROCESS FOR SELECTING FEATURED GUESTS:

1. Track heads select possible Featured Guests -- they should be people we really want to attend the con because they will contribute something special in the track area. They don't have to be famous or even well-known, but they should be experts with something meaningful to share.

2. Track heads pitch possible Featured Guests to Janet -- explain why we should invite them.

3. Janet approves or denies selections.

4. Track heads invite approved Featured Guests and communicate with them about what programming they will do/how they will contribute to the con. (A sample/form email for this will be provided)

5. Track heads obtain a tiff image and write a one paragraph bio about the Featured Guest. The bio should include information about why a con-goer should care about this guest (not "he has three cats and lives with his wife). These images and bios should be sent to Janet and Scott Kennedy (marketing@penguicon.com).

5. PENGUICONTRAX AND THE PROGRAMMING PROCESS

PenguiconTrax
Matt Arnold is creating a program called PengiconTrax that we will use to manage programming for Penguicon 2014. It should be ready by our September meeting.

Functions of this program:
> For the Community:
- Suggest programming they want to see at con
- See what programming is in the works
- Indicate what programming they are interested in attending
- Make a personalized itinerary

- Volunteer to lead a panel

<u>For Panelists:</u>
- Submit information about themselves and their panel (contact info, room needs, description)
- See information about what panels they are participating in

<u>For Track Heads:</u>
- Add programming into their track or other tracks
- Manage programming in their track
- Submit selected programming for the approval of the Head of Programming

<u>For the Head of Programming:</u>
- Head of Programming can approve or deny programming requests
- Head of Programming can assign rooms and times to programming

Programming Process

1. Generate ideas
- Generate a list of ideas for programming in each track area (including panels, workshops, demonstrations, and solo talks)
- Contact the community for ideas for programming and connections related to the track area
- Evaluate ideas being suggested on PenguiconTrax

2. Contact possible panelists
- Contact successful panelists from previous year
- Reach out to local organizations to solicit programming
- Reach out the the community for volunteers to lead potential programming (providing a list of programs you're looking for leaders for can help generate more interest)
- Respond to people who contact us with interest in leading programming
- Maintain a list of who you have contacted using the Spreadsheet template I will share on Drive

3. Finalize programs
- Work with Head of Programming to evaluate possible programs and create a balanced and interesting set of programming for your track
- Try to find panelists for programs that we want to see but that have no one to lead them
- Utilize GoHs and Featured Guests in programming
- Use PenguiconTrax to collect information from panelists and manage programs
- Head of Programming provides final approval for selected programs

4. Scheduling
- Head of Programming coordinates work to schedule programs into times and rooms