



Utah Valley University

International Mountain Day Celebration

December 2, 2016

Tentative Agenda:

- Greetings from the F.A.O-UN
- Presentation of student contributions to SMD
Tony Medina, President of the Utah International Mountain Forum, a coalition of student clubs at UVU
- Presentation of the ethnographic field work in Congo,
Jacques Baraketse, Sam Kabwika and Dr. Patience Kabamba, Professor of Anthropology, UVU; Peace activist and native of Congo
- Introduction of the Documentary “Daughter of Kalash”
Ms. Mehak Asad, Film director and Assistant Director at GEO Television Network in Pakistan;
- Screening of the Documentary “Daughter of Kalash”

Host:



UTAH INTERNATIONAL MOUNTAIN FORUM
A COALITION OF STUDENT CLUBS AT
UTAH VALLEY UNIVERSITY

ASSIGNMENTS

Logistics Group

Lead

Tony Medina

Members

Spencer Monson, Rachel Critchfield, Gary Crofts

Christine Belle, Daniela Moncada, Katherine Pugh

The Logistics group is responsible for preparations of the venue and all technical issues prior to the event. Advertising and word of mouth are also significant priorities of the logistics group. Media services, room preparations, and documentation (both photos and video) are all required.

* NLT=*no later than...*

Assignment	Volunteer	Due Date	Contact Info	Date Completed
Draft a fundraising email to UIMF supporters	Tony Medina	7/15/2016		7/15/2016
Email UIMF Supporters regarding fundraising for IMD	Tony Medina	7/19/2106		7/19/2016
Contact Kaela Lunt through OrgSync to reserve room CB101A or LI120 as venue for the event	Spencer Monson	NLT 11/10/2016		11/10/2016

Make reservation for UVU Media Services. Also, to check computer setup and to pick up microphone from UVU Library circulation desk.	Rachel Critchfield	NLT 11/18/2016 MICROPHONES- Day of-1 hr prior		11/18/2016
Make reservation for the camera from the Department of History and Political Science. Coordinate with administrative assistant Kimberly Williams in CB203A	Gary Crofts	NLT 11/25/2016		12/02/2016
Prepare and print badges for the Guests and Organizing committee. Coordinate with administrative assistant Kimberly Williams in CB203A Obtain template from Deann or Tony.	Christine Belle	NLT 12/1/2016		12/01/2016
Prepare and Print agenda. Coordinate with administrative assistant Kimberly Williams in CB203A Explore the option of UVU print services taking this task.	Daniela Moncada	NLT 12/1/2016		12/01/2016
Acquire the backdrop from the UVU History and Political Science Department. Coordinate with administrative assistant Kimberly Williams in CB203A	Katherine Pugh	12/02/2016 1 hr prior		12/02/2016

Protocol Group

Lead

Tony Medina & Deann Torsak

Members

Tenika Ray

The protocol group is responsible for making and maintaining contact with invited guests. They also make preparations for their stay, and attend to any personal needs they may have. On the day of the Event, they personally escort the guest everywhere to ensure they are in the right place at the right time. A professional appearance and attitude through all contact with the guest(s) should be maintained.

Assignment	Volunteer	Due Date	Contact Info	Date Completed
Prepare invitation draft letter on behalf of UIMF	Tony Medina, Parker Nielsen	7/31/2106		7/26/2016
Prepare invitation letter for Mehak Asad on behalf of Dr. Lago for US State Department	Tony Medina, Parker Nielsen	7/31/2016		7/27/2016
FEDEX hard copy of invitation letter to Mehak in Pakistan	Deann Torsak	8/1/2016		8/1/2016
Email letter to US State Department on Behalf of Dr. Lago	Tony Medina, Parker Nielsen	8/10/2016		8/10/2016
Reserve Mehak Asad's travel	Kimberly Williams	10/15/2016		10/11/2016
Finalize agenda of the event	Tony Medina and Deann Torsak	11/25/2016		11/25/2016
Printing FAO-UN Certificates	Kimberly Willimason and Deann Torsak	11/25/2016		12/01/2016
Contact and be in touch with Dr. Kabamba, Jacque Bareketse, and Sam Kabwika	Tenika Ray	11/25/2016 & As Needed		12/02/2016
Pick-up Mehak from SLC International Airport	Deann Torask	11/16/2016		11/16/2016
Accompany Ms. Mehak Asad to UVU	Deann and Brayten Torsak	12/02/2016		12/02/2016
Accompany Ms. Mehak Asad to University of Utah	Deann and Brayten Torsak	11/28/2016		11/28/2016

Media Group

Lead

Deann Torsak

Members

Gary Crofts, Megan Adams, Max Taylor, Tito Moven

Tenika Ray, Regan Warner, Munkhbat Batmunkh, Savannah Mork

These assignments center on getting a media presence at the film presentation. This entails making contact with media outlets on regular basis to make sure that they will both attend and cover our event on December 2nd.

Assignment	Volunteer	Due Date	Contact Info	Date Completed
Prepare poster draft	Carlos Alarco	7/31/2016		7/21/2106
Add poster to UIMF website	Munkhbat Batmunkh	7/22/2016		7/22/2016
Photo coverage of the gathering. (Also see camera reservation above)	Gary Crofts, Danny Davis	12/02/2016 1hr prior and 1/2hr after event		12/02/2016
Prepare Media Information package (UVU review and UVU Marketing, Daily Herald, Salt Lake Tribune, Deseret News)	Danny Davis Abdulaziz Alaseery	16/15/2016		16/15/2016
Get posters approved and hung around campus. See Deann/Tony for final variant for printing.	Megan Adams	Submitted to UVU campus connection NLT 11/18/2016		11/28/2016
Electronic signage on campus submitted through Orgsync. Some modification for size may be needed.	Max Taylor	Submitted through OrgSync NLT 11/18/2016		11/18/2016
Prepare and submit draft press release	Danny Davis	11/15/2016		11/15/2016

Make Contact and coordinate with local newspapers and media outlets	Abdullah Alahmadi Abdulmajeed Alahmadi	Regularly		Regularly
Make Contact and coordinate with UVU Review	Tito Moven	NLT day of		11/29/2016
Advertise event for the political science 1010 students. See John McFarlane for UVULINK outreach.	Tenika Ray	NLT 11/25/2016		
Video recording of the event	Warren Cass, Abdulaziz Altowairqi	12/02/2016		12/25/2016
Write an article about the movie and presentation	William Crist	12/05/2016		12/05/2016
Post information and articles with coverage of the event on the UIMF Facebook and Twitter pages.	Regan Warner Yanko Dzhukev	1-week prior 1 week after		12/04/2016
Posting information and articles with coverage of the gathering on the UIMF web-site	Munkhbat Batmunkh	As needed		Regularly
Writing draft of the report to FAO UN about the event. This will include considerable back-and-forth before submittal to ensure QA.	Savannah Mork	Prepare for Submission NLT 12/8/2016		12/25/2016

If you have any questions regarding your assignment, please contact:

Deann Torsak
(801) 376-6487
dktorsak@hotmail.com

Or

Tony Medina
(801) 573-5401
Tony.h.medina@gmail.com