OE Showcase Planning

Event Info

Name: OE Showcase  
**Date:** Thursday October 27, 2011  
**Time:** 11am-2pm  
**Location:** Pauley Ballroom, UC Berkeley  
**More info:** [http://oe.berkeley.edu/showcaseschedule.shtml](http://oe.berkeley.edu/showcaseschedule.shtml)  
**Flyer:** Attached

Preparation before event

Web

**Goal:** Easy place on web for people to get more info and sign on to email list.  
**Task:** Redirect [ux.berkely.edu wiki](http://ux.berkely.edu/wiki)  
**Status:** Complete.

Table banner

**Goal:** Inform attendees about which group we are.

- Table is 6 feet wide.  
- Table will have a skirt and top cloth as well as two chairs.  
- An easel will be provided, so we could use that. It would be more at eye level than if the banner were in front of the table.  
- Assume no wall option because of windows.

**Current format:** 36" wide and 24" high.  
**Proposal:** Change to 18" wide and 24" high. Mount on foamcore. Display on easel.

*Structural elements*

- Name of group: "campus user-centered design group"  
- Icon (or visual element)  
- **Tagline**  
- We agreed that having a URL is not that helpful on the banner.

**Tasks**

- Finalize design by noon on Monday 10/24.  
- Source files (png):  
  - 36" x 24"
  - 18" x 24"
  - Final 18" x 24" easel banner

**Status:** In process. Please iterate away!

Flyers/handouts

At event

**People needed**

- **# at a time:** 2

<table>
<thead>
<tr>
<th>Shifts</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td>11am-noon</td>
<td>Rachel &amp; Allison</td>
</tr>
<tr>
<td>Noon - 1pm</td>
<td>Eli &amp; Jon</td>
</tr>
<tr>
<td>Time</td>
<td>Name</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>1pm-2pm</td>
<td>Daphne &amp; Judy</td>
</tr>
</tbody>
</table>