

# Community To Do List

5 weeks prior to event:

- Complete participant roster with contact information and role
- Provide list of local entrepreneurs (at least a dozen) with contact information and type of business
- Secure meeting space and coordinate meals, conference service, etc.

4 weeks prior to event:

- Complete, sign and send Boot Camp contract to Boomtown Institute
- Begin *Camera Project*

2 weeks prior to event:

- Arrange conference call with participants and facilitator
- Complete and send Boot Camp Pre-Event Questionnaire to Boomtown Institute

1 week prior to event:

- Conference call locale and technologies
- Return pictures from *Camera Project* to facilitator

Day of Boot Camp:

- Ready meeting space for Boot Camp
- Provide items on Supply List