**MES Recruitment 2018 Countdown!**

**8 Weeks to Deadline – November 20-24:** Thanksgiving Break Week

* Andrea (Mon – Wed)
  + Radius Lists for Ambassadors (with Amanda)
  + Campaign Email plan(s)
* Averi (Mon – Wed)
  + Mailing Project Complete
  + Web/Social Posting Plan
  + Post 1 Ambassador Blog
* Ambassadors
  + For those who want to work: Continue Emails and Postcards, probably not phone calls this week (invite to Thesis Presentations on 11/28 and 11/30?)
  + REMEMBER: this is a break week – be sure to log hours – can log up to 40, BUT, if you plan to log hours 11/23 or 11/24, you need advance approval

**7 Weeks to Deadline – November 27- December 1**

* Andrea
  + Info Session on 11/30 (1 student can join if available/interested)
  + Student Meetings
* Averi
  + Academic Fair on 11/29
  + Promote Thesis Presentations
  + Post 1 Ambassador Blog
* Ambassadors
  + Academic Fair on 11/29 (who?)
  + Continue Phone Calls, Emails and Postcards – invite to campus and/or Info Sessions

**6 Weeks to Deadline – December 4-8: WEEK TEN!**

* Andrea
  + Recruitment at Tacoma Campus on 12/7
  + Student Meetings
  + Reminder emails about deadlines
* Averi (you’ll be busy with Thesis submissions)
  + Promote Poster Presentations via Social Channels
  + Post 1 Ambassador blog
* Ambassadors
  + Continue Phone Calls, Emails and Postcards

**5 Weeks to Deadline – December 11-15:** Final Ambassador Meeting this week!

* Andrea
  + Prep Ambassador assignments, etc. for meeting
  + Info Session on 12/14 – Olympia (1 student can join if available/interested)
* Averi
  + Ambassador meeting prep
  + Radius management
* Ambassadors
  + Eval week! Remember to log hours!
  + If possible, let’s do one final meeting for the quarter early this week

**4 Weeks to Deadline – December 18-22**

* Andrea (gone on Friday)
  + Student meetings
  + Building/updating lists of prospective students for Ambassadors to contact
* Averi
  + Potentially support Ambassador work – calling/emailing prospective students
  + Potentially Word Press work…
* Ambassadors
  + For those who want to work, continue calling, emailing and writing postcards to students

**3 Weeks to Deadline – December 25-29:** Please, no one work.

* Andrea (only on campus Wednesday and Thursday)
  + Returning calls/emails and some student meetings

**2 Weeks to Deadline – January 1-5:** Probably very little work?

* Andrea (away Monday and Tuesday)
  + Reminder emails about incomplete apps
  + Campaign emails about deadlines
* Averi
  + Support calling/emailing/writing/meeting prospective students
* Ambassadors?

**1 Week to Deadline – January 8-12:** I anticipate this week being insane

* Andrea
  + Probably returning a lot of frantic calls and emails
  + Final Info Session before deadline! 1/9 (1 student can join if available/interested)
* Averi
  + Hopefully helping with frantic calls and emails from applicants
  + Social/website postings
* Ambassadors
  + Hopefully helping with frantic calls and emails from applicants
  + Potentially final phone calls and emails to applicants who have not submitted apps