**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