

Timeline Overview

Early Planning & Outreach

- Summer 2025
 - Reserve HUB Lawn & HUB building for the event
 - Rent Stage
- Fall Quarter (September 2025-December 2025)
 - Project event planning and logistic discussions in bi-weekly officer meetings
 - Start-Up Polynesian Outreach Program (POP) to inform and connect high school students
 - Begin applying to campus grants and begin fundraising efforts

Early Preparation

- January 2026
 - Continue fundraising efforts and applications for grants
 - Continue high school outreach efforts (POP)
 - Begin cultural dance practices, continuing up until Poly Day
 - Start contacting food vendors
 - Brainstorm Poly Day theme and where to get materials/fabric

Logistics & Coordination

- February 2026
 - Secure funding sources (grants, etc.)
 - Finalize stage rental, DJ and Emcee contract
 - Confirm event-day arrangements, including equipment setup and power usage
 - Secure Poly Day theme

- Finalize seamstress and material(s) for cultural wear
- Secure final workshop leaders and speakers
- Continue high school outreach (POP) and promoting event
- March 2026
 - Performers begin being measured by seamstress
 - food vendors and their contracts are secured
 - Continue outreach efforts
 - Finish last fundraising efforts

Marketing & Concluding Steps

- April 2026
 - Advertise event via social media, flyers, and student outreach
 - Confirm and finalize workshop schedules and facilitator details
 - Final efforts for outreach to high schools
 - Secure cultural wear

Carrying-Out Event & Wrap-Up

- May 2026
 - Dress rehearsal for cultural performances (May 7th, 2026)
 - Train volunteers and organize event-day
 - May 8, 2026: Poly Day at the HUB & HUB Lawn
 - Transition planning materials to next year's PSA board