

## THURSDAY

9:00-9:30: Carbon Ambassador advertisement email.  
 9:30-10:00: Diversity week poster  
 10:00 – 10:30: Discussion with Jacques about progressive umbrella and booked a new date and room for the event.  
 10:30 – 13:30: Planning each day's events for diversity week (discussion with Jacques about Monday event, Wednesdays event, emailed Aileen about her event, Miles about the open media event etc.)  
 13:30 – 14:15: Helping Action Palestine with the Noam Chomsky event.  
 14:15 – 15:30: Buying paint for inspirational people campaign.  
 15:30 – 16:00: Talking with the international society about their contributions (still to be confirmed).  
 16:00 – 18:00: Ringing societies about diversity week and town takeovers.

## FRIDAY

09:00 – 10:00: Emails.  
 10:00 – 10:30: Editing town takeover press release.  
 10:30 – 11:00: Discussion with Kevin about campaigns collective mailing list.  
 11:30 – 12:00: Discussion with Nick Dearden about the debt bus coming to Manchester.  
 12:00 – 14:00: Sorting out campaigns collective email.  
 14:00 – 14:30: Lunch  
 14:30 – 15:00: Discussion at the international society over menu for next week.  
 15:00 – 18:00: Painting inspirational people.

## MONDAY

09:00-10:00: Emails  
 10:00 – 10:15: Discussion with Jenny from Rag about operation Christmas child.  
 10:15 – 10:30: Sending campaigns collective email.  
 10:30 – 11:00: Discussion with Linda about getting the inspirational people in foyers across campus.  
 11:00 – 12:00: Organising the wall of debt.  
 12:00 – 13:00: Stall for town takeover.  
 13: 00 – 14:00: Picking up posters from u-print and buying paint for the wall of debt.  
 14:00 – 15:30: Exec meeting.  
 15:30 – 17:30: Wall of debt and painting inspirational people.

## TUESDAY

09:00 – 09:30: Claiming expenses from the last 6 weeks.  
 09.30 – 10:00: Emails.  
 10:00 – 10:15: Sorting out a follow up meeting from the Alumni funding meeting over rant week.  
 10:15 – 10:30: Sorting out a meeting with Ali, Gabriel and Dave over sound impact.  
 10:30 - 12:00: Town takeover internet and emails promotion.  
 12:00 – 13:00: Making diversity week facebook group.  
 13:00 – 14:00: Lunch  
 14:00 – 15:00: Final meeting with international society over their contributions towards diversity week.  
 15:00 – 16:30: Finishing town takeover and diversity week promotions on the internet.  
 16:30 – 17:00: Radio interview for BBC radio Manchester on town takeover  
 17:00 – 18:30: People and Planet meeting and press release writing workshop.

## WEDNESDAY

9:00 – 11:00: Sorting out the wall of debt, collecting materials for town takeover and loading materials to a van to transport them to Piccadilly gardens.  
 11:00 – 12:00: Attending last town takeover meeting.  
 12:00 – 12:30: Attending town takeover spokes training.  
 12:30 – 14:30: Organisation for town takeover stunt  
 14:30 – 15:00: Wall of debt and flyering outside UMSU  
 15:00 – 16:30: Marching and performing the flash mob in Piccadilly Gardens.  
 16:30 – 18:00: Flyering, calling people to advertise the debate and delivering materials back to UMSU.  
 19:00 – 21:00: Town hall debate attendance and fuse FM interview.