

TIMELINE TABLE FOR BB15

**Fill in boxes in consultation with task leader
Color code as due, overdue, or done**

= newsletter deadline		Advertising & Promotion	Supplies and Equipment	Food & Serving Prep
10-Aug-15				Contact Liberty fruit for orange donation
11-Aug-15				
12-Aug-15				
13-Aug-15				
14-Aug-15				
15-Aug-15				
16-Aug-15				
17-Aug-15				
18-Aug-15				
19-Aug-15				
20-Aug-15				
21-Aug-15				
22-Aug-15				
23-Aug-15				
24-Aug-15				
25-Aug-15				
26-Aug-15				
27-Aug-15				
28-Aug-15				
29-Aug-15				
30-Aug-15				
31-Aug-15				
1-Sep-15		Plan/list locations for posters, yardsigns	Confirm loans (Holiday, Stoneback, etc.)	Confirm services (Holiday, HyVee, etc.)
2-Sep-15				
3-Sep-15				
4-Sep-15		Print remaining posters, signs, tickets, postcards		
5-Sep-15				
6-Sep-15				
7-Sep-15				
8-Sep-15				
9-Sep-15				
10-Sep-15				
11-Sep-15		Check on Chronicle Ad, deadline, cost		
12-Sep-15				
13-Sep-15				
14-Sep-15				

15-Sep-15				
16-Sep-15				
17-Sep-15				
18-Sep-15				
19-Sep-15		Plan postings for on-line boards and lists, Facebook		
20-Sep-15		including Lawrencejcc.org		
21-Sep-15				
22-Sep-15				
23-Sep-15				
24-Sep-15				
25-Sep-15				
26-Sep-15				
27-Sep-15				
28-Sep-15				
29-Sep-15				
30-Sep-15		distribute yardsign, posters, notices	Check kitchen equipment	
1-Oct-15			Inventory supplies	Inventory leftovers
2-Oct-15				
3-Oct-15		Set up ads for LJW, chronicl if appropriate		
4-Oct-15				
5-Oct-15				
6-Oct-15		Get up e-notices		
7-Oct-15				
8-Oct-15				
9-Oct-15				
10-Oct-15		Contact radio stations		
11-Oct-15				
12-Oct-15				
13-Oct-15				
14-Oct-15				
15-Oct-15		Get banner permit		
16-Oct-15				
17-Oct-15				
18-Oct-15				
19-Oct-15				
20-Oct-15				
21-Oct-15				Bathroom supply check
22-Oct-15			identify card table, cooler sources	
23-Oct-15		Prepare nametags	buy supplies (or earlier)	confirm everyting is ordered or onhand, or

				purchase
24-Oct-15				
25-Oct-15		put up banner		
26-Oct-15				
27-Oct-15		last minute signs, printing		
28-Oct-15				
29-Oct-15				
30-Oct-15				
31-Oct-15			setup room (or before)	
1-Nov-15		BLINTZ BRUNCH!		
2-Nov-14				
3-Nov-14		Pick up yardsigns, posters, take down banner	tear down room	
4-Nov-14				
5-Nov-14				
6-Nov-14				
7-Nov-14				
8-Nov-14				
9-Nov-14				
10-Nov-14		Review of operation, plans and modifications		
11-Nov-14				
12-Nov-14				
13-Nov-14				
14-Nov-14				
15-Nov-14				
16-Nov-14				
17-Nov-14				
18-Nov-14				
19-Nov-14				
20-Nov-14				
21-Nov-14				
22-Nov-14				