

TIMELINE

1 Month Before

- Submit fundraising request form to main office.
 - **To be completed by:** date: _____ Name: _____
- Confirm date on master calendar in main office, submit required paperwork.
 - **To be completed by:** date: _____ Name: _____
- Post date on schoology for membership.
 - **To be completed by:** date: _____ Name: _____

2 Weeks Before

- Advertisement begins. (If community advertising also, begin that a week earlier).
 - **To be completed by:** date: _____ Name: _____
- Any paperwork such as all school read completed and distributed.
 - **To be completed by:** date: _____ Name: _____
- Signup list distributed to membership.
 - **To be completed by:** date: _____ Name: _____

1 Week Before

- All paperwork completed and all materials on site. (Except if tickets are being sold in which case then paperwork and materials are due the week before.).
 - **To be completed by:** date: _____ Name: _____
- All day of tasks assigned.
 - **To be completed by:** date: _____ Name: _____

1 Day Before

- Final walk through.
 - **To be completed by:** date: _____ Name: _____

Day of Project. To be completed on:

1 Week After

- All post project material is completed (including this form).
 - **To be completed by:** date: _____ Name: _____
- All thank you letters are completed and distributed.
 - **To be completed by:** date: _____ Name: _____