

<b>Activity Action Backdating</b>	
<b>Days</b>	<b>Activity Action</b>
-730	Date at Council Calendar meeting
-365	
-210	Recruit Chairperson
-180	Select Location
-150	Recruit Committee
-120	Preliminary Planning Meeting
	Prepare Budget
	Develop Promotional Materials
	Submit Event Info Form with required documentation to professional advisor so the event can be added to the calendar
-90	First Committee Meeting
	Promote in Newsletter & Roundtable
-75	Distribute Media Releases
-60	Second Committee Meeting
	Promote in Newsletter & Roundtable
	Order Custom Items after Purchase Requisition Approvals
-45	Call Units
-30	Promote in Newsletter & Roundtable
	Early Registration Deadline
	Complete material orders
	Third Committee Meeting
-20	2nd Call to Units
-14	Registration Deadline
	Reconfirm Physical Arrangements
	Reconfirm Staff Members
-5	Final Check on Details
0	Activity
	Turn in at door registration to District Executive
7	Return Equipment
	Send Thank You Letters
	Submit Receipts for Cash Advances
	Host Evaluation Meeting with Staff
10	Prepare Close Out Report with District Executive,submit within 10 buisness after event