September 9, 2015

2015 checklist for holiday cards

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| **√** | **TARGET DATE** | **TASK** | **STAFF** |
|  | June | Schedule August photo shoot with Patrick Manning   * Staff photo for annual holiday card * Expense charged to Other Supplies (75015-000) | Terri |
|  | August | Staff photo shoot – Tuesday, August 18 @ noon   * Dennis will dress up lions with holiday attire | Terri |
|  | September 1 | Provide updated mail lists from GMC, MMAC, and DFW to Renée; Renée will update the database prior to printing and circulating list | Terri |
|  | September 8 | Holiday card mailing list to be circulated   * Printout and memo from Renée * Circulate printout to Program Staff (cc TF, DK) * Separate copy for VP External Relations (if one is hired) * Mike Grebe to review all changes prior to implementing * Back to Renée for updating list * Terri to proof changes | Renée N |
|  | October 1 | Staff photo from Terri   * Get/update staff signatures * Consistency – all informal | Renée N |
|  | October 15 | Get quote from printer   * Mailing count from Renée * Add 100 (potential 5 cards for each staff member) * Terri to approve all printer quotes | Susan/Terri |
|  | November 1 | Transmit files to printer   * Mailing list from Renée * Separate tab for foreign addresses; printer will not mail * Card with front, inside photo and signatures * Year centered on backside of card (“2015”) | Susan |
|  | November 15 | Target mailing date   * Get quote and check for postage * Printer to mail applying stamps, not metered * Extras to Susan (unstuffed) | Susan |
|  | December 1 | Mail foreign cards | Susan |
|  | December 1 | Email to staff re cards   * After email Susan will route 1 card to everyone’s inbox * Anyone wanting cards should see Susan * Track requests (to assess for next year’s order) * Monitor leftovers | Terri |