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 |