**CHECKLIST FOR HOLIDAY CARDS**

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| **√** | **TARGET DATE** | **TASK** | **STAFF**  |
|  | June | Schedule August photo shoots with Patrick Manning* Directors’ photo for annual report and website
* Staff photo for annual holiday card and annual report

(reminder - need lions without holiday attire for AR photo) | Terri |
|  | August board meeting | Photo shoots* 8:30 a.m. – directors
* 2:00 p.m. – staff
 | Terri |
|  | Late August | Holiday card mailing list to be circulated* Printout from Yvonne
* Program circulation by Dionne
* Separate copy for External Relations/Bob
* Mike Grebe last to review all staff recommendations
* Back to Yvonne for updating
 | Yvonne |
|  | October 1 | Get/update staff signatures* Consistency – all informal
 | Yvonne |
|  | October 15 | Get quote from printer* Mailing count from Yvonne
* Add 200 (10 cards for each staff member)
* Add extra for External Relations?
* Terri to approve all quotes
 | Stephanie/Terri |
|  | November 1 | Transmit files to printer* Mailing list from Yvonne
* Separate tab for foreign addresses; printer will not mail
* Card with front, inside photo and signatures
 | Stephanie |
|  | November 15 | Mailing date* Check for postage
* Printer to mail; all extras to Stephanie
 | Stephanie |
|  | December 1 | Mail foreign cards | Stephanie |
|  | December 1 | Email to staff re distribution of 10 cards* Anyone wanting more cards should see Stephanie
* Anyone not using their cards should return to Stephanie
 | Terri |