**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 |