Mailing Lists timeline 2015-2016

November

Bradley Prizes Nominator List

* Pull list from eTapesty
* Circulate to POs
* Give to MGW for review
* Make changes
* Give to TF for proofing
* When the “okay” is received, proceed with mailing

Holiday card List

* Pull list first week of November and circulate to PO.
* After PO review, give to MGW for review.
* Add or delete any changes.
* Have TF proof the changes on the list
* When the “okay” is received, send to SM to send to the printer for mailing

January

* Annual Report & Report to Wisconsin mailing lists should be pulled
* Circulate to PO
* Give to MGW for review
* Make changes
* Give to TF for Proofing
* When the final “okay” is received, hold onto lists for the printer for mailing when the reports are completed

February

* Bradley Prizes Save the Date cards
* Pull the list from eTapestry
* Circulate to the POs
* Give to MWG for review
* Make changes
* Give to TF for proofing
* When the “okay” is received, send list to SM to send to printer for mailing