Mailing Lists timeline 2015-2016

**September**

Holiday card List – Target mailing date 12-1-15

* Pull list week of September 6th. List will be pulled from eTapestry, plus last 2 years of grantees from GIFTS & vender list from finance/CF.
* Circulate to POs week of September 6th.
* Due date back to RN - September 22nd
* After POs review.
* Give to MWG for review.
* Add or delete any changes.
* Have TF proof the changes on the list.
* When the “okay” is received, send to OA to send to the printer for mailing.

**October**

Bradley Prizes Nominator List – Target mailing date 11-5-15

* Pull list from eTapestry week of September 21st
* Circulate to POs October 1st.
* Due date back to RN – October 15th
* Give to MWG for review.
* Make changes.
* Give to TF for proofing.
* When the “okay” is received, forward mailing list to OA for printer.

**January**

Annual report & Report to Wisconsin – Target mailing date 3-15-16

* Pull a list of 2015 grantees out of GIFTS.
* Pull a list of individuals out of eTapestry who have the Annual report or Report to Wisconsin codes assigned to them.
* Circulate to POs January 4th.
* Due date back to RN – January 25th
* 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 – Target mailing 4-6-16

* Pull the list from eTapestry plus last 2 years of grantees from GIFTS.
* Circulate to the POs February 24th.
* Due date back to RN – March 15th
* Give to MGW for review.
* Make changes.
* Give to TF for proofing.
* When the “okay” is received, send list to OA for printer.