Mailing Lists timeline 2016-2017

**July**

Bradley Prizes Nominator List – Target mailing date 9-6-16

* Pull list from eTapestry week of July 25th
* Circulate to POs July 29th.
* Due date back to RN – August 12th (2 weeks)
* Give to RWG for review.
* Make changes.
* Give to TF for proofing.
* When the “okay” is received, forward mailing list to OA for printer.

**September**

TF to get up dated mail lists from GMC, MMAC and DFW

Holiday card List – Target mailing date 12-1-16

* 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 (2 weeks)
* After POs review.
* Give to RWG 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.

**November or December**

Bradley Prizes Save the Date cards – Target mailing 1-26-17

* Pull the list from eTapestry plus last 2 years of grantees from GIFTS.
* Circulate to the POs December 5th (3 weeks)
* Due date back to RN – December 22nd
* Give to RWG for review.
* Make changes.
* Give to TF for proofing.
* When the “okay” is received, send list to OA for printer.

**January**

Annual report & Report to Wisconsin – Target mailing date 3-15-17

* 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 (3 weeks)
* Give to RWG 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.