



| <b>WEEK OF MARCH 25<br/>EASTER WEEK</b> | <b><u>INITIATIVE</u></b>   | <b><u>DATE COMPLETED</u></b> |
|---|--|------------------------------|
|   | <b>REGISTRATION</b><br>Continue entering registrations into the Maestroweb database<br>Follow up on RSVPs' missing addresses and meal preferences<br>Notify Lee Hoedl of new attendees/addresses in the database |                              |
|   | <b>AUCTION CATALOG</b><br>Complete data transfer from Maestroweb to catalog on Silent, Deacon Select and Live Auction items<br>Complete catalog proofreading<br>CATALOG TO GO TO PRINTER                         | <hr/> <hr/>                  |
|   | <b>DRESS DOWN NON-UNIFORM TICKETS</b><br>Continue printing 500 sheets, cut each sheet into packets and staple one sheet of tickets (4 per page) together in the upper left hand corner                           |                              |

| <b>WEEK OF APRIL 1</b> | <b><u>INITIATIVE</u></b>   | <b><u>DATE COMPLETED</u></b> |
|------------------------|--|------------------------------|
|                        | <b>REGISTRATION</b><br>Continue entering registrations into the Maestroweb database<br>Follow up on RSVPs' missing addresses and meal preferences<br>Notify Lee Hoedl of new attendees/addresses in the database           |                              |
|                        | <b>AUCTION BIDDER CARDS</b><br>Prepare format for auction bidder cards<br>Information prep for backside of bidder card – Premier and Grand Sponsorship information<br>Secure stock paper for bidder card (similar to 2012) |                              |
|                        | <b>DRESS DOWN NON-UNIFORM TICKETS</b><br>Complete the stapling of one sheet of tickets (4 per page) together in the upper left hand corner   | <hr/>                        |

| <b>WEEK OF APRIL 8</b> | <b><u>INITIATIVE</u></b>   | <b><u>DATE COMPLETED</u></b> |
|------------------------|--|------------------------------|
|                        | <b>REGISTRATION</b><br>Continue entering registrations into the Maestroweb database<br>Follow up on RSVPs' missing addresses and meal preferences<br>Notify Lee Hoedl of new attendees/addresses in the database<br>Begin helping Lee Hoedl with table assignments and placement |                              |
|                        | <b>AUCTION BIDDER CARDS</b><br>Continue on format for auction bidder cards<br>Information prep for backside of bidder card – Premier and Grand Sponsorship information<br>Discussion on assigning bidder numbers AFTER initial printing  |                              |

| <b>WEEK OF APRIL 15</b> | <b><u>INITIATIVE</u></b>  | <b><u>DATE COMPLETED</u></b> |
|-------------------------|---|------------------------------|
|                         | <b>REGISTRATION</b><br>Continue entering registrations into the Maestroweb database<br>Follow up on RSVPs' missing addresses and meal preferences<br>Notify Lee Hoedl of new attendees/addresses in the database<br>Begin helping Lee Hoedl with table assignments and placement<br>Pull together materials needed (extra reams of white paper, pens, file folders, etc.) |                              |

**WEEK OF APRIL 22**

**INITIATIVE**

**DATE COMPLETED**

**REGISTRATION**

Continue entering registrations into the Maestroweb database

Follow up on RSVPs' missing addresses and meal preferences

Notify Lee Hoedl of new attendees/addresses in the database

Finish helping Lee Hoedl with table assignments and placement

**SATURDAY, APRIL 27 – SHANLEY DINNER AUCTION**