



**PSALA HOLIDAY SOCIAL
Task List – Timeline
2018**

Task	Member	Deadline	Progress
Contact Venue (Columbia Tower Club)		January 15	
Sign Contract/Pay Applicable Deposits		March 8	
Determine Community Service Drive (to put on invite)		October 22	
Design and send out eblast flyer		October 23 (final week in October)	
Determine Scholarships		November 12	
Contact Venue re menu and facilities		October 29	
Send flyer to appropriate Sponsors		October 29	
Solicit possible candidates for Spirit Award (send out soon after flyer)		November 1	
Determine whether video will be shown (ALA Conference preview) to coordinate with venue		November 5	
Contact Photographer and solicit volunteer to assist photographer		November 5	
Order Spirit Award from Kusaks (if applicable)		November 12	
Prepare certificates and pins for longevity awards		November 19	
Prepare script for event		November 26	
Cut off Registration and prepare name tags		November 26	
Prepare Committee Sign-up Sheets		November 26	

Prepare Fresh Sheet	President Elect Tara Binge	December 5	
Holiday Social		December 6	