



**PASS THE GAVELSOCIAL
Task List – Timeline**

**March 8, 2017
Jordan Furlong
Perkins Coie**

Task	Member	Deadline	Progress
Determine Speaker & Date	Tara Binge	August	
Determine Venue	Tara Binge	October	
Finalize Menu	Tara Binge/Amy Hals	October	
Sign Contract/Pay Applicable Deposits	Arun Mistry	January	
Prepare postcard invite to send to Managing Partners & Members	AMI/Arun	January	
Invite Platinum Sponsor	Melissa	January	
Design and send out eblast flyer	AMI/Arun	February	
Prepare script for event	Tara	End of February	
Cut of Registration and prepare name tags	AMI	End of February	
Prepare Committee Sign-up Sheets	Arun	End of February	
Prepare Fresh Sheet	Tara Binge	May 5	
Send Out Survey	Amy Hals	May 9	
Collect Survey Data and Upload to National Chapter with pictures from Smug Mug	Amy Hals	June	