

Meeting Tasks and Timeline

Main Street SC -- 2018 Fall Meeting

Staff Liason Jenny Boulware

Administrative Support Christine Sumter

Expected Meeting Date 9/27/2018

Task	Target		Deadline	Staff	Completed?
					Shift P = ✓
Post Date and Venue to internet	10	Week(s)	Thursday, July 19, 2018	MH	✓
Draft Proposed Agenda	8	Week(s)	Thursday, August 2, 2018	Jenny + host	
Meeting timeline to Communications	7	Week(s)	Thursday, August 9, 2018	Jenny	
Agenda copy to Eric	7	Week(s)	Thursday, August 9, 2018	Jenny	
Set up meeting in AMS	6	Week(s)	Thursday, August 16, 2018	Christine	
Begin Speaker Summary Chart	6	Week(s)	Thursday, August 16, 2018	Jenny	
Agenda changes from Eric	5	Week(s)	Thursday, August 23, 2018	Jenny	
Agenda Copy to Communications	5	Week(s)	Thursday, August 23, 2018	Jenny	
Proof agenda and return to Communications	5	Week(s)	Thursday, August 23, 2018	Jenny/EB	
Email agenda to members + participants	5	Week(s)	Thursday, August 23, 2018	Jenny/Christine	
Info sent for Uptown Update	4	Week(s)	Thursday, August 30, 2018	Jenny	
Reserve in-house equipment	4	Week(s)	Thursday, August 30, 2018	Christine	
Speaker Reminders - PPT and Handouts	3	Week(s)	Thursday, September 6, 2018	Jenny	
Agenda posted to MASC Announcements	2	Week(s)	Thursday, September 13, 2018	Christine	
Registration Deadline	2	Week(s)	Thursday, September 13, 2018	Jenny	
Make signs/inserts	2	Week(s)	Thursday, September 13, 2018	Christine	
Speaker Deadline (AV, handouts, PPTs)	2	Week(s)	Thursday, September 13, 2018	Jenny	
Request checks from finance if needed	2	Week(s)	Thursday, September 13, 2018	Christine	
Prepare handouts	2	Week(s)	Thursday, September 13, 2018	Christine	
Speaker reminders - meeting details	2	Week(s)	Thursday, September 13, 2018	Jenny	
ID and Pull mailing list	2	Week(s)	Thursday, September 13, 2018	Christine	
All registration processed	1	Week(s)	Thursday, September 20, 2018	Christine	
Print Agenda	1	Week(s)	Thursday, September 20, 2018	Christine	
Prepare packets	1	Week(s)	Thursday, September 20, 2018	Christine	
Run Badges	1	Week(s)	Thursday, September 20, 2018	Christine	
Staff Briefing if needed	2	Day(s)	Tuesday, September 25, 2018	Jenny/Christine	
Pack Meeting box/equipment/supplies	1	Day(s)	Wednesday, September 26, 2018	Christine	
Evaluations sent via Survey Monkey	0	Day(s)	Thursday, September 27, 2018	Christine	
Email presentations to Meredith for web	1	Day(s)	Friday, September 28, 2018	Jenny	
Process on-site registration	1	Week(s)	Thursday, October 4, 2018	Christine	
Invoice as necessary	1	Week(s)	Thursday, October 4, 2018	Christine	
Meeting wrap up (requests, etc)	1	Week(s)	Thursday, October 4, 2018	Christine/Jenny	
Compile Evaluation responses	1	Week(s)	Thursday, October 4, 2018	Christine	
Speaker thank you letters	1	Week(s)	Thursday, October 4, 2018	Jenny	