

~SAMPLE~

Timeline of Tasks (High Level)

Status	Committee	Task	1 yr	28 wks	22 wks	20 wks	18 wks	16 wks	14 wks	12 wks	10 wks	8 wks	6 wks	4 wks	2 wks	OPEN!
	General Chair	Regional Facility/Hotel Contracts	*													
	General Chair	Budgets Submitted by Committee Chairs			*											
	Programs	Programs Identified							*					*		
	Advertising	NAWCC Mart and Bulletin ad and e-mail blasts							*							*
	General Chair	Go/No Go Decision Point								*						
	Banquet	Banquet Food Arrangements								*						
	Programs	Educational Presenters								*						
	Exhibit	Exhibit Preparations										*			*	
	Pre-Registration	Pre-Registration Processing										*				
	Door Prizes	Door Prizes											*			
	Security	Security Planning											*			
	Mart	Mart Room Planning												*		
	Programs	Audio-Visual Resources												*		
	Live Auction	Live Auction Planning												*		
	Silent Auction	Silent Auction Planning													*	
	ALL	Regional Opens!														*