

Attachment B

Sample Task Timeline

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District Procurement Fair

	Month 1				Month 2				Month 3			
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Tasks: Timeline based on 3 months or 12 weeks with day 90 being day of the event.												
I. Pre Event Planning and Preparation												
A. Approval Process												
Prepare a general workplan for District Director's approval.												
B. Committee Structure												
Form an event planning committee; recruit individuals who have Calendar committee meetings.												
C. Reserve a Date and Time.												
Consider midweek, between 9:00 AM to 2:00 PM.												
D. Notify Civil Rights												
Discuss selected dates and identify potential conflicts.												
E. Facility												
Identify locations for availability, dates, and cost and select location.												
F. Workplan												
Fill in details to the general workplan and delegate tasks to												
G. Flyers												
Create and distribute Save-the-Date flyer.												
H. Memos												
Complete a memo to the District Director with event details.												
Complete CAL-CARD Holder Participation Memo												
I. Buyer and Vendor Roles and Responsibilities												
Schedule and hold first meeting with CAL-CARD holders.												
Draft letter for CalCard holders												
Draft survey for CalCard holders												
J. Online Registration												
Contact district webmaster to assist in creating an online registration												
The online registration should include the Payee Data Record and												
K. Data Tracking and Collection												
Create an Excel database for tracking event registration of vendors												
L. Photographer												
M. Communication Strategy												
Create a small business list for all invitees.												
N. Tote Bags												
Solicit no cost bags and include district-specific information.												
O. Refreshments												
Solicit a certified small business caterer at no cost.												
P. Signs and Banners												
Contact district maintenance and graphic services staff.												
Q. Facility Set Up												
Select Buyers Sitting or Vendors Sitting format.												

