

## **ABE TIMELINE OF TASKS**

### **September**

- **Set Meeting Dates / Program Meetings & Operational Meetings**
- **A week before meeting, send out meeting reminder**
- **Before meeting send out Minutes from last meeting**
- **Prepare Agenda for September Meeting**
- **Prepare Financial Reports**
- **ABE September Meeting – First Wednesday in September at 4:30 p.m. – Place TBD**
- **Review and Update ABE Contact List**
- **Review and change “Save the Date” Flyer**
- **Changes made to the “Save the Date Flyer” by September 30**
- **Review and change Nomination Form and Cover Letters**
- **Review and change Printing and Mailing Timeline for the “Save the Date” Flyer, Nomination Form and Cover Letters and Invitation**
- **Review and change mailing list**
- **Decide on speaker for luncheon**
- **Decide on Master of Ceremonies**
- **The Pikes Peak Arts Council to give awards**
- **The Colorado Springs Business Journal to give BJ Award**
- **The Bee Vradenburg Foundation to give Award**

### **October**

- **Review and change Nomination Form and Cover Letters**
- **All changes made to Mailing Lists no later than Friday, October 15**
- **Email “Save the Date” no later than October 15**
- **ABE October Meeting – First Wednesday in October at 4:30 p.m. – Place TBD**
- **Nomination Forms & Cover Letters to be copied by October 31**

### **November**

- **ABE November Meeting – First Wednesday in November at 4:30 p.m. – Place TBD**
- **Nomination Forms & Cover Letters back from being copied no later than Monday, November 15**
- **Stuff Nomination Form and Cover Letter envelopes November 15 to December 15**

### **December**

- **Stuff Nomination Form and Cover Letter envelopes November 15 to December 15**
- **No December ABE Meeting**

### **January**

- **Mail/Email Nomination Forms no later than January 15**
- **ABE January Meeting – First Wednesday in January at 4:30 p.m. – Place TBD**
- **Review and make final changes to ABE Invitations at January ABE Meeting**

## **February**

- **Invitation to D11 Production Printing February 15**
- **ABE February Meeting – First Wednesday in February at 4:30 p.m. – Place TBD**
- **ABE Nomination Forms Due by February 15**
- **Selection Committee Readings - February 20– Friday, February 24**
- **Invitations from D11 Production Printing March 1**
- **Nomination Selection, March 1**
- **Call Winners and Nominators, March 1 to March 5**
- **Send letters and invitations to winners and nominator, March 5 - 9**
- **Stuff invitations, March 1 – March 7**
- **Winner information to Program Writer for the Program Book, March 1**
- **Program Writer and Graphics Person - Program Book, March 1 to March 30**

## **March**

- **Stuff invitations, March 1 – March 7**
- **Mail Invitations no later than March 9**
- **Receive luncheon reservations March 9 to April 15**
- **ABE March Meeting – First Wednesday in March at 4:30 p.m. – Place TBD**
- **Malcolm and Skip to prepare Program Book, March 1 – March 30**

## **April**

- **ABE April Meeting – First Wednesday in April at 4:30 p.m. – Place TBD**
- **Receive luncheon reservations March 15 – April 18**
- **Luncheon reservation deadline, April 18**
- **Final Reservation Count to Antlers by noon, Monday, April 18**
- **Dinner for guest speaker, Tuesday before luncheon, Place & Time TBD**
- **ABE Luncheon, Wednesday, April 20, 2016, 11:30am, Antlers Hilton Hotel**

## **May**

- **ABE Wrap Up Meeting – First Wednesday in May – Place & Time TBD**

## **Documents:**

- **Copy of Meeting Agenda (Word Doc.)**
- **Copy of Meeting Minutes (Word Doc.)**
- **Copy of Financial Reports (Excel Spreadsheet)**
- **Copy of Mary Lou Anderson Scholarship Report (Excel Spreadsheet)**
- **Copy of ABE Contact List (Excel Spreadsheet)**
- **Copy of “Save the Date” Flyer (PDF File)**
- **Copies of Nomination Form Cover Letters (Word Doc.)**
- **Copy of Nomination Form (Word Doc.)**
- **Copy of Printing and Mailing Timeline (Word Doc.)**
- **Copy of ABE Invitation (Word Doc.)**
- **Copies of ABE Invitation Envelopes (Word Doc.)**