

WEEK 8 (March 11-15)

No meeting

Name	Task	Due Date	Notes
Kelly	<input checked="" type="checkbox"/> Communicate with team members <input checked="" type="checkbox"/> Create more consolidated task sheet	Mar 14, 2024	Be in communication with Event Director
Sara	<input checked="" type="checkbox"/> Finalize Logo <input checked="" type="checkbox"/> Revise brand kit to align with logo fonts and colors <input checked="" type="checkbox"/> Complete Vendor Flyers	Mar 14, 2024 Mar 14, 2024 Mar 19, 2024	Harriet approved our logo!
Abel	<input type="checkbox"/> Work on Website Copy drafts Copies to write: <input type="checkbox"/> Info about the arboretum <input type="checkbox"/> Info about the event: What is the purpose of the Garden Flea Market? <input type="checkbox"/> FAQs <input type="checkbox"/> Maps/Directions <input type="checkbox"/> Parking Information <input type="checkbox"/> Etc. <input type="checkbox"/> Finish entire Website Draft	Mar 17, 2024 Mar 21, 2024	Need to get reviewed by the Committee Director, Event Director, Dr. Phillips, and Harriet Ready to launch once approved
Ava	<input checked="" type="checkbox"/> Create "Save the Date" Post <input checked="" type="checkbox"/> Work on IG story post for the Survey	Mar 14, 2024	Input links:
Bella	<input checked="" type="checkbox"/> Determine tabling locations (Ex: In front of CP? Titan Walk? etc.) <input checked="" type="checkbox"/> Determine tabling dates <input checked="" type="checkbox"/> Determine supplies needed for tabling days	Mar 19, 2024	
Meghan	<input checked="" type="checkbox"/> Revise Survey Questions if needed <input checked="" type="checkbox"/> Finalize Survey	Mar 14, 2024	Get approval from Dr. Phillips

WEEK 9 (March 18-22)
 Committee Meeting Date: **Tuesday, March 19 @ 7:00 PM**

Name	Task	Due Date	Notes
Kelly	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Email EIP to ask them to send previous billboard design <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ask about the screens on campus <input checked="" type="checkbox"/> Fill out ASI flyer approval form <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Get flyers printed 	Mar 19, 2024 Mar 21, 2024	Relay information back to Sara so she can get started on designing the billboard
Sara	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Create "One Month Until Garden Flea Market" Post <input checked="" type="checkbox"/> Create "Happy First Day of Spring" Post <input checked="" type="checkbox"/> Create Billboard design 	Mar 17, 2024 Mar 19, 2024	Communicate with Ava
Abel	<ul style="list-style-type: none"> <input type="checkbox"/> Upload pictures to the website <input type="checkbox"/> Finish up website design according to the brand kit 	Mar 19, 2024 Mar 21, 2024	Confirm with Director
Ava	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Post "One Month Until Garden Flea Market" on Instagram <input checked="" type="checkbox"/> Create "Apply to be a Vendor" Reel <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Post "Apply to be a Vendor" Reel 	Mar 18, 2024 Mar 19, 2024 Mar 20, 2024	Confirm with Director
Bella	<ul style="list-style-type: none"> <input type="checkbox"/> Contact Daily Titan <input type="checkbox"/> Write News Release Pitch <input type="checkbox"/> Contact News Outlets to pitch the Garden Flea Market Event <ul style="list-style-type: none"> <input type="checkbox"/> OC Register 	Mar 19, 2024 Mar 21, 2024	
Meghan	<ul style="list-style-type: none"> <input type="checkbox"/> Send out a survey on Instagram 	Mar 19, 2024	Communicate with Ava

WEEK 10 (March 25-29)
 Committee Meeting Date: **Tuesday, March 26 @ 7:00 PM**

Name	Task	Due Date	Notes
Kelly	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Update team on meeting with EIP <input checked="" type="checkbox"/> Submit revised event flyer for ASI approval <ul style="list-style-type: none"> <input type="checkbox"/> Upload PDF and jpg image to Google Drive <input checked="" type="checkbox"/> Set other necessary deadlines 	Mar 26, 2024 Mar 26, 2024 Mar 26, 2024 Mar 26, 2024	Send team meeting notes Flyer revised according feedback from EIP Notify Dr. Phillips Check up on committee members for status update during team meeting
Sara	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Make adjustments to Billboard and Digital Signs designs <input type="checkbox"/> Work with Ava on social media posts 	Mar 26, 2024	Refer to feedback from EIP Contact Director to submit final designs Contact Ava
Abel	<ul style="list-style-type: none"> <input type="checkbox"/> Make final adjustments to website <input type="checkbox"/> Publish website 	Mar 26, 2024 Mar 28, 2024	Be in contact with Meghan and Bella
Ava	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Create "Meet the Team: Executives Committee" Post <input checked="" type="checkbox"/> Create "Meet the Team: Vendors Committee" Post <input type="checkbox"/> Create "Meet the Team: Venue Committee" Post <input type="checkbox"/> Reply to DMs and IG comments 	Mar 26, 2024 Mar 28, 2024 Mar 28, 2024 Mar 28, 2024	
Bella	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare for tabling on TitanWalk Tuesday 4/9 @ 4:00 <input checked="" type="checkbox"/> Contact Daily Titan <ul style="list-style-type: none"> <input type="checkbox"/> Ask for an interview? <input type="checkbox"/> Send out news pitches to news outlets 	Mar 26, 2024 Mar 28, 2024	Contact Meghan for tabling Update Director on this Update Director on this
Meghan	<ul style="list-style-type: none"> <input type="checkbox"/> Make edits to website copy <input type="checkbox"/> Review analytics and results from survey so far 	Mar 26, 2024 Mar 28, 2024	Confirm with Director after editing Report back to team

WEEK 11 (April 1-5, SPRING BREAK)
No meeting

Name	Task	Due Date	Notes
Kelly			
Sara			
Abel			
Ava			
Bella			
Meghan	<input type="checkbox"/>		

WEEK 12 (April 8-12)
Committee Meeting Date: **Tuesday, April 8 @ 7:00 PM**

Name	Task	Due Date	Notes
Kelly			
Sara			
Abel			
Ava			
Bella			
Meghan	<input type="checkbox"/>		

WEEK 13 (April 15-19)
April 18 is D-DAY!

Name	Task	Due Date	Notes
Kelly			
Sara			
Abel			
Ava			

Bella			
Meghan	□		