

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: <ul style="list-style-type: none"> <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	<input checked="" type="checkbox"/> Email EIP to ask them to send previous billboard design <input checked="" type="checkbox"/> Ask about the screens on campus <input checked="" type="checkbox"/> Fill out ASI flyer approval form <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	<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	<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	<input checked="" type="checkbox"/> Post "One Month Until Garden Flea Market" on Instagram <input checked="" type="checkbox"/> Create "Apply to be a Vendor" Reel <input checked="" type="checkbox"/> Post "Apply to be a Vendor" Reel	Mar 18, 2024 Mar 19, 2024 Mar 20, 2024	Confirm with Director
Bella	<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 <input type="checkbox"/> OC Register	Mar 19, 2024 Mar 21, 2024	
Meghan	<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	<input checked="" type="checkbox"/> Update team on meeting with EIP <input checked="" type="checkbox"/> Submit revised event flyer for ASI approval <input type="checkbox"/> Upload PDF and .jpg image to Google Drive <input checked="" type="checkbox"/> Set other necessary deadlines	<div>Mar 26, 2024</div> <div>Mar 26, 2024</div> <div>Mar 26, 2024</div> <div>Mar 26, 2024</div>	<p>Send team meeting notes</p> <p>Flyer revised according to feedback from EIP</p> <p>Notify Dr. Phillips</p> <p>Check up on committee members for status update during team meeting</p>
Sara	<input checked="" type="checkbox"/> Make adjustments to Billboard and Digital Signs designs <input type="checkbox"/> Work with Ava on social media posts	<div>Mar 26, 2024</div>	<p>Refer to feedback from EIP</p> <p>Contact Director to submit final designs</p> <p>Contact Ava</p>
Abel	<input type="checkbox"/> Make final adjustments to website <input type="checkbox"/> Publish website	<div>Mar 26, 2024</div> <div>Mar 28, 2024</div>	<p>Be in contact with Meghan and Bella</p>
Ava	<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	<div>Mar 26, 2024</div> <div>Mar 28, 2024</div> <div>Mar 28, 2024</div> <div>Mar 28, 2024</div>	
Bella	<input type="checkbox"/> Prepare for tabling on TitanWalk Tuesday 4/9 @ 4:00 <input checked="" type="checkbox"/> Contact Daily Titan <input type="checkbox"/> Ask for an interview? <input type="checkbox"/> Send out news pitches to news outlets	<div>Mar 26, 2024</div> <div>Mar 28, 2024</div>	<p>Contact Meghan for tabling</p> <p>Update Director on this</p> <p>Update Director on this</p>
Meghan	<input type="checkbox"/> Make edits to website copy <input type="checkbox"/> Review analytics and results from survey so far	<div>Mar 26, 2024</div> <div>Mar 28, 2024</div>	<p>Confirm with Director after editing</p> <p>Report back to team</p>

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	<input type="checkbox"/>		