

<b>JUNE 2022</b>		
<b>PROJECT SCHOLARS</b>	<b>POP – BOARD</b>	<b>POP - AILEEN</b>
<ul style="list-style-type: none"> <li>• <u>June 15, 8:30 AM – Board meeting</u></li> <li>• June 10 – deadline to return scholarship paperwork.</li> <li>• Send scholarship authorization letter to the Foundation.</li> <li>• Notify scholars of their approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing plan research for proposal</li> <li>• June 22 – Publix Zoom call with Alan Gary.</li> <li>• Initiate incentives for sponsorships.</li> <li>• Enlist help from board members to reach out to past sponsors for renewal.</li> <li>• Get alcohol permit.</li> </ul>	<ul style="list-style-type: none"> <li>• Carryover from May:  <a href="#">Finalize all Permitting</a>  <a href="#">Finalize Alcohol Plan</a>  <a href="#">Finalize Bus Plan with Lake County Schools</a>  <a href="#">Contract Talent</a>  <a href="#">Contract Food Vendors</a>  <a href="#">Contract Sponsors</a>  <a href="#">Contract Nonprofit Participation</a>  <a href="#">Contract Kid Zone Vendors</a>  <a href="#">Work on Ancillary Experiences</a>  <a href="#">Work on Ancillary Entertainment</a>  <a href="#">Develop Plans with High Schools</a> </li> <li>• June 22 – Publix Zoom call with Alan Gary</li> </ul>
<b>JULY 2022</b>		
<b>PROJECT SCHOLARS</b>	<b>POP – BOARD</b>	<b>POP – AILEEN (Jul-Aug)</b>
<ul style="list-style-type: none"> <li>• <u>July 20, 8:30 AM – Board meeting</u></li> </ul>	<ul style="list-style-type: none"> <li>• Marketing plan proposal presented to board.</li> <li>• Event marketing 90-day out execution begins now through post-event.</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Recruitment</li> <li>• Hold Harmless and Insurance Certificates Due</li> <li>• Design Event Layout</li> <li>• Signage Plot</li> <li>• Power Plot</li> <li>• Tent/Table/Chair Plot</li> <li>• Security Plot</li> <li>• Team/Volunteer Plot</li> <li>• Road Closures Plot</li> <li>• Show Flow/Event Schedule</li> <li>• Jr. Grill Master Plan Finalized</li> <li>• Final Sponsor/Vendor Payment Letters</li> </ul>
<b>AUGUST 2022</b>		
<b>PROJECT SCHOLARS</b>	<b>POP – BOARD</b>	<b>POP - AILEEN</b>
<ul style="list-style-type: none"> <li>• <u>Aug. 17, 8:30 AM – Board meeting</u></li> </ul>	<ul style="list-style-type: none"> <li>• Aug. 19, 7:15 AM – Chamber Breakfast co-sponsor to promote Pig on the Pond.</li> <li>• 2-month out marketing execution</li> </ul>	<ul style="list-style-type: none"> <li>• Any carryover from July.</li> </ul>

<b>SEPTEMBER 2022</b>		
<b>PROJECT SCHOLARS</b>	<b>POP – BOARD</b>	<b>POP - AILEEN</b>
Sept. 21, 8:30 AM – Board meeting, invite event producer.	<ul style="list-style-type: none"> <li>• Board members sign up for volunteer shifts at POP.</li> <li>• 1-month out marketing execution</li> </ul>	<ul style="list-style-type: none"> <li>• BOM: Ticket Sales Live</li> <li>• Load In/Out Plan Finalized</li> <li>• Event Orders= Signage/Shirts/Tickets/Giveaways</li> <li>• Build Information Packets</li> <li>• Volunteer Plan/Roles</li> <li>• Sponsor Plan/Roles</li> <li>• Stakeholder/Site Team Walk Through</li> <li>• Security Walk-Through</li> <li>• Fire Marshall/Security Walk Through</li> <li>• EOM: Full Event Outreach</li> <li>• EOM: Info on all Social Media</li> </ul>
<b>OCTOBER 2022</b>		
<b>PROJECT SCHOLARS</b>	<b>POP – BOARD</b>	<b>POP - AILEEN</b>
<ul style="list-style-type: none"> <li>• Oct. 19, 8:30 AM – Board meeting</li> <li>• Oct. 30 – Make arrangements for Valencia scholarship (Nov. 8 deadline)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate signage going up with city</li> <li>• <b>OCT 14-16 – PIG ON THE POND</b></li> <li>• Reserve 2023 event dates</li> <li>• Reserve major event anchor elements</li> <li>• Marketing execution and PR metrics capture</li> <li>• Report metrics to board and sponsors</li> </ul>	
<b>NOVEMBER 2022</b>		
<b>PROJECT SCHOLARS</b>	<b>POP – BOARD</b>	<b>POP - AILEEN</b>
<ul style="list-style-type: none"> <li>• Nov. 16, 8:30 AM – Board meeting</li> <li>• Send out scholarship accountability paperwork.</li> </ul>	<ul style="list-style-type: none"> <li>• Event recap meeting – board.</li> <li>• Event recap meeting – city.</li> <li>• New officer elections?</li> </ul>	
<b>DECEMBER 2022</b>		
<b>PROJECT SCHOLARS</b>	<b>POP – BOARD</b>	<b>POP - AILEEN</b>
<ul style="list-style-type: none"> <li>• Dec. 21 – Board meeting</li> <li>• Dec. 1 – Scholarship application period begins.</li> <li>• Dec. 2 – Deadline for scholarship paperwork.</li> </ul> <p>Dec. 5 – Send authorization letter to the Foundation.</p>	<ul style="list-style-type: none"> <li>• Annual report of 2022 accomplishments.</li> <li>• Goals for 2023.</li> </ul>	