

Target Date	Description	Committee	Project Manager	Implementer	Status	Notes
6/10/2019	Fundraising: send stewardship email to past sponsors	Fundraising	Jodie	Jodie	done	
6/17/2019	Fundraising: Create Sponsor Form	Fundraising	Jodie	Jodie	done	LGL form
6/19/2019	Fundraising: Review and Update Sponsor Packet	Fundraising	Jodie	Jodie	done	Jodie provided content and TBD created new packet.
7/1/2019	Exhibit: Fundraising: Create Exhibitor Registration Form	Fundraising	Jodie	Lady Jane		2 forms created in LGL. One for Credit and Debit cards and the other for Checks and PO payments.
8/12/2019	Fundraising: Send sponsor letters (announcing registration opening. Get your name on the site today)	Fundraising	Jodie	Katie		Snail mail or email
8/21/2019	Fundraising: Follow up with prospective sponsors	Fundraising	Emmitt	Jodie		phone calls and emails
9/9/2019	Fundraising: Follow up with prospective sponsors	Fundraising	Emmitt	Jodie		continue to add to list of prospective sponsors
9/25/2019	Fundraising: Follow up with prospective sponsors	Fundraising	Emmitt	Jodie		continue to add to list of prospective sponsors
10/14/2019	Fundraising: Follow up with prospective sponsors	Fundraising	Emmitt	Jodie		continue to add to list of prospective sponsors