

Actual Date	Target Date	Description	Committee	Project Manager	Implementer	Status	Notes
	8/1/2019	Outreach: develop plan to outreach to community	Outreach	Debra	Lady Jane		
	9/2/2019	Outreach: create prospect list to delivery flyers	Outreach	Debra	Lady Jane		
	9/2/2019	Outreach: provide Intergal Care emails lists to add for emails	Outreach	Debra	Lady Jane		
	9/18/2019	Outreach: delivery flyers to promote conference	Outreach	Debra	Lady Jane		
	10/1/2019	Email: Past exhibitors to participate	Outreach	Integral Care	Lady Jane		
	11/7/2019	Email: Past exhibitors to participate	Outreach	Integral Care	Lady Jane		
	1/27/2020	Email: Exhibitor registration email closes soon	Outreach	Integral Care	Lady Jane		
	2/3/2020	Email: Exhibitor set up & conference information	Outreach	Integral Care	Lady Jane		