

**SUPER SATURDAY 2008 EVENT TIMELINE**

All meetings will be held on Thursday, from 1:00pm – 2:30pm in SEMI 3153

**JANUARY:**

- 1/3 Meeting
- 1/17 Meeting

**BI-weekly committee meetings begin.**

**FEBRUARY;**

- 2/7 Meeting
- 2/15 Merchandise artwork completed
- 2/21 Meeting
- 2/25 Food Applications mailed out  
Arts & Crafts applications mailed out  
Community Group applications mailed  
Performer applications mailed

**MARCH:**

- March 6 Meeting
- March 10 Print postcards to distribute at Art Walk
- March 20 Meeting
- March 28 Performer application **deadline**

**WEEKLY committee meetings begin.**

**APRIL:**

- April 3 ~~Meeting~~ *Decided @ 3/20/08 mtg*  
Begin volunteering recruitment-Arrange presentation to units/divisions to  
Call for volunteers.  
Order Balloons-Richard Johnson. *call & arrange it 3/25/08*

*lk*

April 10

Meeting

**SUPER SATURDAY 2008 EVENT TIMELINE**

**PAGE 2**

April 17 ~~Meeting~~  
Posters to Print

April 24 Meeting  
Program copy deadline for The Olympian.

**MAY:**

**May 1 T shirts on sale**  
Food application **deadline**  
Arts & Crafts **deadline**  
Community application **deadline**

**May 5 Performers acceptance/rejections mailed**

May 8 Meeting  
Contact Bob Worley for any updates for SS maps

May 15 Meeting  
Arts & Crafts acceptance/rejections mailed  
Food acceptance/rejections mailed  
Community Group acceptance/rejections mailed

May 22 Meeting  
Begin poster distribution

May 29 Meeting  
Cash till requests-information tent, Alumni Office, Longhouse, KAOS  
record sale.

May 30 Last day to submit Super Saturday service agreements for payments.  
Last day to submit Super Saturday temporary action forms for employees.

**JUNE:**

June 5 Meeting  
Finalized volunteer assignments  
Send assignments to volunteers  
Deadline for area chairs to give materials for Information booklet for  
Information Booth  
**Cut off for vendors-try not to accept any more applications**  
Volunteer rosters to area chairman

June 9 Begin Facilities set-up

**SUPER SATURDAY 2008 EVENT TIMELINE**

**PAGE 3**

- June 12      LAST meeting  
All booth designators (outlines in chalk) completed by 5:00pm
- June 13      1:00pm Graduation  
7:00pm Vendor load in
- June 14      SUPER SATURDAY (10:00am-6:00pm)**
- June 16      Finish updates for all data bases for next year's mailings  
Celebration Party-location to be announced.  
Thank you letters mailed to all volunteers, supervisors, and supporters.
- June 20      Deadline for all vouchers.