

DATE	TASK	RESOURCE
Monday, September 15	Update your event description	Manage your event at
	Confirm your venue	
	Identify key local media	
Tuesday, September 16	Create your program	Program template and sample program
	Invite speakers	Invitation template and sample invitation
Wednesday, September 17	Submit your application for your Home Depot Card - today is the FINAL deadline	Home Depot card application
	Send your media alert	Media alert template and sample media alert
Thursday, September 18	Order all materials	Café press store - www.cafepress.org/servicenation
	Invite participants	Email invitation tool on the website, Tips for confirming participants
Friday, September 19	Follow up with elected officials	
	Follow up with media	
	Finalize the program	
Saturday and Sunday, September 20 and	Enjoy your weekend and spread the word of ServiceNation	
Monday, September 22	Create a briefing for elected officials	Briefing template and sample briefing
	Write an Op-Ed	Op-ed template and sample op-ed
Tuesday, September 23	Follow up on media updates with more information	
	Submit your Op-Ed	
	Confirm participants	
Wednesday, September 24	Send briefings to elected officials	
	Finalize materials	
Thursday, September 25	Confirm participants	
Friday, September	Set up for the event	
Saturday, September 27	Host your event!	
	Complete the event report	Online event report
Sunday, September 28	Relax and enjoy!	
Monday, September 29	Send thank you notes to all elected officials, media, volunteers, and other key players	Thank you note templates and sample thank you notes
	Send your Declaration signatures to Be the Change, Inc.	Addressed, stamped envelope