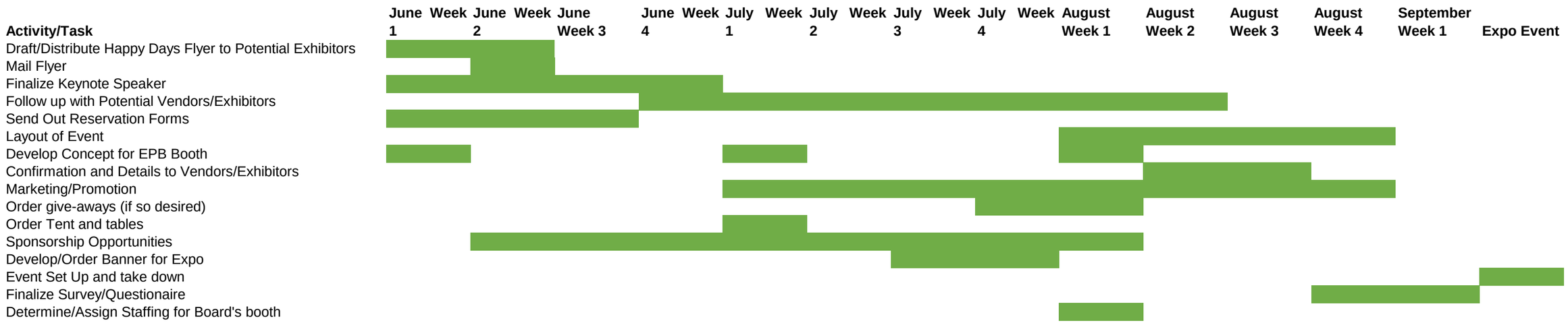
Activity/Task
June 1
Week
June 2
Week
June Week 3
June 4
Week
July 1
Week
July 2
Week
July 3
Week
July 4
Week
August Week 1
August Week 2
August Week 3
August Week 4
September Week 1
Expo Event
Draft/Distribute Happy Days Flyer to Potential Exhibitors
Mail Flyer
Finalize Keynote Speaker
Follow up with Potential Vendors/Exhibitors
Send Out Reservation Forms
Layout of Event
Develop Concept for EPB Booth
Confirmation and Details to Vendors/Exhibitors
Marketing/Promotion
Order give-aways (if so desired)
Order Tent and tables
Sponsorship Opportunities
Develop/Order Banner for Expo
Event Set Up and take down
Finalize Survey/Questionaire
Determine/Assign Staffing for Board's booth