

2011 Kaleidoscope of Homes(r) Logistics Calendar

Updated: 08-01-11

		Status	Dates and Action Items to be scheduled
Jul-11			
1-Jul			
2-Jul			
3-Jul			
4-Jul			
5-Jul			
6-Jul			
7-Jul			
8-Jul	1st generation of website live	x	
9-Jul			
10-Jul			
11-Jul			
12-Jul			
13-Jul	Steering Committee Meeting	x	
14-Jul			
15-Jul			
16-Jul			
17-Jul			
18-Jul	August Indulge Ad due	x	
19-Jul			
20-Jul			
21-Jul	Steering Committee Meeting	x	
22-Jul	Week at a glance KOH and VIP Party		
23-Jul			
24-Jul			
25-Jul			
26-Jul	Photo shoot at TSRHC/Builder Meeting	x	
27-Jul	Ads due: Indulge Aug FW Magazine Sept	x	
28-Jul			
29-Jul	Steering Committee Meeting On-Site Review Logistics	x	
	Magazine - obtain production schedule(s)	x	
	Maagazine Advertising E-blast	x	
	Week at a glance KOH and VIP Party	x	
30-Jul			
31-Jul			
Aug-11			
1-Aug	TSRHC volunteer schedule finalized 3 shipfts 3 per shift	x	Determine other dates for Steering Committee meetings
	Load logistics calendar to website	x	Determine other dates for developer/builder meetings
			Determine meeting with ticket takers
			Determine photoshoot for developer/community

2011 Kaleidoscope of Homes(r) Logistics Calendar
 Updated: 08-01-11

2-Aug		Determine email blasts and content
3-Aug	All partnership logos needed - order Tom Thumb materials	On-Site Logistics - determine dates for completion/instalation/take down Final Grading for Parking Lot Call City of Fort Worth for no parking signs Major entry gate created Major entryway poured Ticket trailer delivered Ticket trailer pathway poured/lanscaping Delivery of Tent(s) Determine when STREET CLOSES Determine need/when additional t-poles Water hookup Comfort station set up/utility hookup Comfort station pathway poured Fencing/keyed lock and walkway from cul-de-sac Back area/gate installed Builders remove on-site port-a-lets Delivery of dumpster to site Builders run test for energy/electricity Builders re-run test for energy/electricity TBD Golf carts delivered Landscaping-entry, tent lot, comfort station lot Installation of event signage and banners Install builder signage Other Other Other Other Other
4-Aug	Builder Interviews TBD Finalize Mayor Betsy Price and Other dignitaries	
5-Aug	Sponsorships/Chef/Wineries deadline for VIP Party	
	Final TSRHC artwork selected/given to I2	
	Get patient authorizations from TSRHC	
	Change GFWBA on hold message to KOH	
6-Aug		
7-Aug		
8-Aug	Judging info to Kimberly	
	Determine deadline to order awards	
	Order VIP Party Invitations	
	Create KOH Landing Page on GFWBA website	
	Finalize all partnership benefits and schedule distribution	
9-Aug		Determine dates for:
		Comfort Station Pumping
		Dumpster Service
		Street Cleaning
10-Aug	Run member lables for VIP Party Invitations	Comfort Station Cleaning
	Confirm postage for running invitations	

2011 Kaleidoscope of Homes(r) Logistics Calendar
 Updated: 08-01-11

	Montserrat to run labels for Montserrat residents	
	Charity to run labels for their invitations	
	Magazine - all copy due for inside content pages and cover	
11-Aug		
12-Aug	Tickets/Collateral due to Tom Thumb - ABSOLUTE	
	Magazine - ad space reservations due	
	Magazine - all photos, Illustrations and art due	
13-Aug	Magazine - layout complete	
14-Aug		
15-Aug	VIP Invitations mailed	
	Magazine - page editing, design and production thru 17th	
16-Aug	Magazine - page editing, design and production thru 17th	
17-Aug	Magazine - all digital (press ready) ads due	
	Magazine - page editing, design and production thru 17th	
18-Aug	Materials due for Star-Telegram Special Insert	
	Copy to Sign Company for event and builder signage	
	Copy to Sign Company for VIP Party	
	Magazine - corrections due back on content pages	
19-Aug	Magazine - corrections due back on content pages	

2011 Kaleidoscope of Homes(r) Logistics Calendar
 Updated: 08-01-11

20-Aug	Magazine - corrections due back on content pages	
	Discount tickets available at all Tom Thumb stores	
21-Aug		
22-Aug	Magazine - platemaking and printing thru 26th	
	Sponsorships deadline for Realtor Party	
23-Aug	Magazine - platemaking and printing thru 26th	
	Star-Telegram - deadline for special section materials	
24-Aug	Magazine - platemaking and printing thru 26th	
25-Aug	Magazine - platemaking and printing thru 26th	
26-Aug	Request for builders' volunteer lists	
	Magazine - platemaking and printing thru 26th	
27-Aug		
28-Aug		
29-Aug	Star-Telegram weather-proof boxes delivered	
	Magazine - bindery, packaging and shipping thru 31st	

2011 Kaleidoscope of Homes(r) Logistics Calendar
 Updated: 08-01-11

	Concessions Noon - 6 pm	
5-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	TSRHC Volunteers 3/shift 10:30-1:30 1:00 - 4:00 3:30 - 7:00	
	Concessions Noon - 6 pm	
6-Sep	Gates closed to the public	
7-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	Ticket Takers give counts at end of day	
8-Sep	Star-Telegram art deadline for changes for 9/16 insert	
	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	Ticket Takers give counts at end of day	
9-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	Concessions Noon - 6 pm	
	Ticket Takers give counts at end of day	
10-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	TSRHC Volunteers 3/shift 10:30-1:30 1:00 - 4:00 3:30 - 7:00	
	Concessions Noon - 6 pm	
	Ticket Takers give counts at end of day	
	7:30 Glendarroch private party - TBD	
11-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	

2011 Kaleidoscope of Homes(r) Logistics Calendar
 Updated: 08-01-11

	TSRHC Volunteers 3/shift 10:30-1:30 1:00 - 4:00 3:30 - 7:00	
	Concessions Noon - 6 pm	
	Ticket Takers give counts at end of day	
12-Sep	Gates closed to the public	
13-Sep	Gates closed to the public	
14-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	Ticket Takers give counts at end of day	
15-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	Ticket Takers give counts at end of day	
16-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	Concessions Noon - 6 pm	
	Ticket Takers give counts at end of day	
17-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	TSRHC Volunteers 3/shift 10:30-1:30 1:00 - 4:00 3:30 - 7:00	
	Concessions Noon - 6 pm	
	Ticket Takers give counts at end of day	
18-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	TSRHC Volunteers 3/shift 10:30-1:30 1:00 - 4:00 3:30 - 7:00	
	Concessions Noon - 6 pm	
	Ticket Takers give counts at end of day	

2011 Kaleidoscope of Homes(r) Logistics Calendar
 Updated: 08-01-11

19-Sep	Gates closed to the public	
20-Sep	Gates closed to the public	
21-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	Ticket Takers give counts at end of day	
22-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	Ticket Takers give counts at end of day	
23-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	Concessions Noon - 6 pm	
	Ticket Takers give counts at end of day	
24-Sep	Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	TSRHC Volunteers 3/shift 10:30-1:30 1:00 - 4:00 3:30 - 7:00	
	Concessions Noon - 6 pm	
	Ticket Takers give counts at end of day	
25-Sep	LAST DAY Gates open 11 am - 7 pm	
	10 am Ticket Staffers Arrive	
	TSRHC Volunteers 3/shift 10:30-1:30 1:00 - 4:00 3:30 - 7:00	
	Concessions Noon - 6 pm	
	Ticket Takers give counts at end of day	
26-Sep	9 - 4 Furniture & Accessories Sale \$2.00 charity donation	
	Tom Thumb begins collecting reports from store	
	Post Magazine on-line	
27-Sep	Star-Telegram to pick up boxes	

2011 Kaleidoscope of Homes(r) Logistics Calendar
 Updated: 08-01-11

28-Sep		
29-Sep		
30-Sep		
Sep-31		
Oct-11		
1-Oct	Payment from magazine due	
2-Oct		
3-Oct		
4-Oct		
5-Oct		
6-Oct		
7-Oct		
8-Oct		
9-Oct		
10-Oct		
11-Oct		
12-Oct		
13-Oct		
14-Oct		
15-Oct		
16-Oct		
17-Oct		
18-Oct		
19-Oct		
20-Oct		
21-Oct		
22-Oct		
23-Oct		
24-Oct	Try to pick up check from Tom Thumb - TBD	

Determine target date for all income and expenses
 Determine Charity Check Presentation date
 Determine distribution of partnership materials and thank yous
 Determine Steering Committee Wrap Up Meeting

2011 Kaleidoscope of Homes(r) Logistics Calendar
Updated: 08-01-11

25-Oct		
26-Oct		
27-Oct		
28-Oct		
29-Oct		
30-Oct		
31-Oct	Final MARCOM invoicing/reconciliation/reporting	