

Creative Services Production Timeline for Community Events 2025

	<u>Pride</u>	<u>Corporate Challenge</u>	<u>Juneteenth</u>	<u>Taste</u>	<u>Disability Pride</u>	<u>Touch-A-Truck</u>	<u>Friends and Family Night @ Bisons</u>	<u>Puerto Rican - Hispanic</u>	<u>Run the Runway</u>	<u>Veterans Day</u>
SMALLER EVENTS DO NOT REQUIRE FULL 12 WEEKS, CHECK YOUR EVENT FOR SPECIFIC DATES										
BUS WRAP (AFTER 3RD YEAR) SEE SEPARATE TIMELINE	X	NOT APPLICABLE	X	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	YES	NOT APPLICABLE	YES
COMMITTEE TO REVIEW AND SELECT SERVICES THAT THE CREATIVE TEAM CAN PROVIDE	UPON FIRST COMMITTEE MEETING	UPON FIRST MEETING	UPON FIRST COMMITTEE MEETING	UPON FIRST MEETING	UPON FIRST MEETING	UPON FIRST MEETING	UPON FIRST MEETING	UPON FIRST COMMITTEE MEETING	UPON FIRST COMMITTEE MEETING	UPON FIRST COMMITTEE MEETING
COMMITTEE CHAIR OR CO-CHAIR TO SETUP MEETING WITH CREATIVE TEAM TO DISCUSS SELECTIONS AND GO OVER DEADLINES	Monday 3/12/2025									
CREATIVE TEAM WILL SUBMIT WORK TO COMMITTEE CHAIR <i>DESIGN OPTIONS WILL ONLY BE PRESENTED DURING A BUS WRAP YEAR</i>	Monday 3/24/2025									
COMMITTEE CHAIR SUBMITS REVISIONS TO CREATIVE TEAM	Monday 4/7/2025									
FINAL DESIGN APPROVED BY COMMITTEE, COMMITTEE CHAIR INFORMS CREATIVE TEAM	Monday 4/21/2025									
PLACE ORDERS WITH VENDORS (TBD, who)	Monday 5/5/2025									
INTERNAL AND EXTERNAL PROMOTION BEGINS	Monday 5/5/2025									
NO ADDITIONAL REQUESTS BEYOND THIS DATE	Monday 5/12/2025									
CREATIVE TEAM COMPLETES SMALL TICKET *IN-HOUSE* PRINTED ITEMS (ex. SELFIE FRAME, SANDWICH BOARDS, etc)	Monday 5/19/2025									
COMMITTEE IS RESPONSIBLE FOR GATHERING MATERIALS TO PACK BUS DAY BEFORE EVENT	Tuesday 5/27/2025									
Community Event-Festival-Parade	Sunday, June 1	Thursday, June 12	Saturday - Sunday, June 21 + 22	Saturday - Sunday, July 12 + 13	Saturday, July 26			Saturday, August 16		November

