

Creative Services Production Timeline for Culture Wrapped Buses + Shelters

	<u>Pride</u>	<u>Juneteenth</u>	<u>Puerto Rican - Hispanic</u>	<u>Veterans</u>
BUS WRAP (AFTER 3RD YEAR)	2023	2024	2022	2025
COMMITTEE TO DISCUSS THEME AND VISION OF BUS			SIX MONTHS PRIOR TO EVENT	SIX MONTHS PRIOR TO EVENT
COMMITTEE CHAIR OR CO-CHAIR TO SETUP MEETING WITH CREATIVE TEAM TO DISCUSS DESIGN AND GO OVER PROCESS AND DEADLINES			FRIDAY 4/25/25	
CREATIVE TEAM WILL DRAFT AND SUBMIT 2-3 CONCEPTS TO COMMITTEE CHAIR			FRIDAY 5/9/25	
COMMITTEE CHAIR OR CO-CHAIR SETUP MEETING WITH CREATIVE TEAM TO DISCUSS AND NARROW DOWN DESIGN CONCEPTS			FRIDAY 5/23/25	
CREATIVE TEAM WILL SUBMIT FIRST DRAFT OF FULL BUS DESIGN TO COMMITTEE CHAIR			FRIDAY 6/6/25	
COMMITTEE CHAIR SUBMITS REVISIONS TO CREATIVE TEAM			FRIDAY 6/13/25	
FINAL DESIGN APPROVED BY COMMITTEE AND DESIGNER			FRIDAY 6/20/25	
T-SHIRTS AND PARADE BANNER WILL MATCH BUS FOR A COHESIVE BRANDED LOOK DESIGNS WILL ALSO TRANSLATE TO OTHER CREATIVE SERVICE OPTIONS YOUR COMMITTEE CHOOSES (ex. Flyer, swag, etc.) THE CREATIVE TEAM WILL TAKE THIS TIME TO CREATE THESE MATERIALS				
CREATIVE TEAM WILL SUBMIT FILES TO GREYLINE GREYLINE GENERATES PROOF, CREATIVE TEAM WILL APPROVE			FRIDAY 7/25/25	
INSTALLATION COMPLETED BY GREYLINE			(TBD) THURSDAY 8/14/25	
MTC BUS UNVEILING (IF DESIRED) PLANNED BY COMMITTEE PUBLIC AFFAIRS CAN ASSIST AS NEEDED			(TBD) FRIDAY 8/15/25	
Parade Month	First Sunday in June	Mid June	Saturday August 16	November

14-16 WEEKS

10-12 WEEKS

8-9 WEEKS

4 WEEKS

2-3 DAYS