

Date	Activity	Comments
During May	Exec Group	Shrimporee Chair, Shrimporee Co chair, Administrator, and Co administrator meet as needed to begin organizing the Shrimporee operational structure
During May	Meeting dates	Establish the Shrimporee planning meeting dates
During May	Conference Room	Reserve the JSC CU conference room for the Shrimporee planning meetings
During May	Committees	Confirm last year's committee chairs will work again
5-Jun	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
19-Jun	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
During June	Cookers, Bar B Que	Confirm that the barbeque cookers available
During June	Major Beneficiaries	Identify the major beneficiaries
During June	Menu	Determine the meal menu
During June	Price of food and drinks	Detemine the prices of food and drinks
During June	Sponsors	Begin confirming previous sponsors and acquiring new ones
During June	Theme	Determine the Shrimporee theme and logo
During June	Ticket, meal	Detemine the meal ticket template
During June	Workers	Begin filling the committees and identify worker needs
10-Jul	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
17-Jul	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
21-Jul	Ticket, meal	After Board approves the budget if beneficiaries are on ticket, print the meal tickets
21-Jul	Sponsors	After the board meeting develop the sponsor package (Major beneficiaries identifies)

21-Jul	Sponsors	Start soliciting new sponsors
10-Jul		Sponsor letter and guidelines out
During Aug	Volunteers	Establish contacts with volunteer organizations (schools, colleges, and scouts)
During July	Auction, live	Start acquiring live auction items, distribute last year's auction items list
During July	Auction, silent	Start acquiring silent auction items, distribute last year's auction items list
During July	Band	Confirm contracts with outside groups such as band
During July	Publicity	Publicity plan formulated and presented to Shrimporee planning group
During July	Publicity	Add event to District calendar
During July	Raffle prize	Acquire the raffle prize(s)
During July	Shaved Ice	Confirm contracts with outside groups such as shaved ice stand
During July	Ticket, meal	Start the meal ticket sales program
During July	Ticket, raffle	Develop the raffle ticket template after prize(s) identified
During July	Ticket, raffle	Print raffle tickets
During July	Volunteers	Identify the number of volunteers needed once all the club members have been exhausted
During July	Workers	Complete filling committee positions with club members
1-Aug	Next Year	Confirm the pavilion for a Friday, Saturday, and Sunday and the following Friday, Saturday, and Sunday for a rain date. Use email
1-Aug	Publicity	Determine if a billboard will be used, and if so start the process.
31-Jul	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
13-Aug	Meeting	Shrimporee planning meeting JSC CU Monday 5pm to 6 pm

During Aug	Forms	Identify the forms needed and have templates ready to print them when needed
During Aug	Ice	Confirm availability of ice supply
During Aug	Publicity	Send VIPs information (flyers) about the Shrimporee asking them to note the date on their calendars stating that more information will follow
During Aug	Publicity	Begin media coverage
During Aug	VIP	Accumulate VIP listing
1-Sep	Pavilion Deposit	Pay \$500 clean-up deposit to Harris County for pavilion. Must be within the window of when a cashiers check is valid (90 days)
1-Sep	Signs	Inventory the informational signage and have new signs made as appropriate. Allow a month to make signs
21-Aug	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
4-Sep	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
11-Sep	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
15-Sep	Food	Order food
15-Sep	Publicity	If billboard is used, have up one month before the event
18-Sep	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
25-Sep	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
During Sep	Beer	Solicit money from club members
During Sep	Publicity	Inventory the yard signs and have new signs made as appropriate. Allow a month to make signs
During Sep	Publicity	Obtain permission from the Park Commission to put banners on the fence around the park on NASA Parkway. Identify format for banners and have banners made. Allow a month to make banners.
During Sep	Publicity	Continue media coverage
During Sep	Volunteers	Establish contact with volunteer groups and confirm number needed
15-Sep	Publicity	Have posters made with as many sponsors on it as possible
1-Oct	Publicity	Give out posters to businesses

1-Oct	Publicity	Put full page ad in Citizen
1-Oct	Publicity	Put out yard signs
1-Oct	VIP	Send out VIP invitations
2-Oct	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
9-Oct	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
16-Oct	Auction, silent	Last date for wine to be included in the baskets (Beer/wine application must be submitted)
16-Oct	Meeting	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
17-Oct	Beer/wine	Submit beer/wine applications
20-Oct	SHRIMPOREE	
30-Oct	Meeting, Lessons learned	Shrimporee planning meeting JSC CU TUESDAY 5pm to 6 pm
Starting in Nov	Auction, live	Start buying items taking advantage of sales