

## **Avenue of Flags Time Line & Calendar**

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|-----------------------|--|
| Jan. 20 <sup>th</sup> | Create list of customers for invoicing, both by mail & email   |
| Jan. 25 <sup>th</sup> | Send batch emails and USPS mailings  |
| Mar. 15 <sup>th</sup> | Send 1 <sup>st</sup> reminder batch email  |
| Apr. 1 <sup>st</sup>  | Prepare report for delinquent customers  |
| Apr. 15 <sup>th</sup> | Send 2 <sup>nd</sup> reminder batch email and send reports to all route captains for delinquent customers to make phone calls. |
| May 1 <sup>st</sup>   | Prepare preliminary delivery reports for route checking  |
| May 8 <sup>th</sup>   | Stop taking new customers for Memorial Day, revise website   |
| May 8 <sup>th</sup>   | Send new customer sleeve report to sleeve captain  |
| May 25 <sup>th</sup>  | Prepare reports for Memorial Day delivery  |
| June 10 <sup>th</sup> | Prepare reports for Flag Day delivery  |
| June 10 <sup>th</sup> | Stop taking new customers for July 4 <sup>th</sup> , revise website  |
| June 10 <sup>th</sup> | Send new customer sleeve report to sleeve captain  |
| June 27 <sup>th</sup> | Prepare reports for July 4 <sup>th</sup> delivery  |
| Aug. 15 <sup>th</sup> | Stop taking new customers for Labor Day, revise website  |
| Aug. 15 <sup>th</sup> | Send new customer sleeve report to sleeve captain  |
| Aug. 30 <sup>th</sup> | Prepare reports for Labor Day delivery   |
| Oct. 21 <sup>st</sup> | Stop taking new customers for Veterans Day, revise website   |
| Oct. 21 <sup>st</sup> | Send new customer sleeve report to sleeve captain  |
| Nov. 7 <sup>th</sup>  | Prepare reports for Veterans Day   |
| Nov. 15 <sup>th</sup> | Create yearly summary report   |