



## ***TIMELINE***

*(subject to change)*

<b>Friday, July 30<sup>th</sup></b>	Finalize logo and supporting organization letter/fax back form
<b>Friday, August 6<sup>th</sup></b>	Finalize web materials (i.e. application, FAQ's, sample bios, etc.)
<b>Friday, August 13<sup>th</sup></b>	<b>Web site to go "live"</b> ; finalize marketing materials (flyers, other collateral???)
<b>Monday, August 1<sup>st</sup> – 25<sup>th</sup></b>	"Soft" promotion (each group blast email to their networks, etc.)
<b>Thursday, August 26<sup>th</sup></b>	"Official" kick off and press conference ( <b>South Steps of State Capitol</b> )
<b>August 26<sup>th</sup> – October 15<sup>th</sup></b>	Collect resumes
<b>September (after Labor Day)</b>	Outreach to Gubernatorial campaigns (at the meeting will ask each candidate to meet with us, if they win the election, within the two weeks following the election).
<b>September 21<sup>st</sup></b>	So Cal Collaborative event to launch the project (tentative)
<b>OCTOBER 15<sup>TH</sup></b>	<b>APPLICATION PROCESS CLOSSES AT 5 PM PST</b>
<b>October 18<sup>th</sup> – 22<sup>nd</sup></b>	<b>COALITION MEETING – SACRAMENTO (exact date TBD)</b> ; Process resumes; email applicants to verify they would still like their resumes included in the binder
<b>October 25<sup>th</sup> – 29<sup>th</sup></b>	Print/collate binder
<b>November 3<sup>rd</sup></b>	Send congrats letter to new Governor with a reminder about the project and future meeting.
<b>November 4<sup>th</sup></b>	Email applicants with update and next steps; remind them they will have to also apply on-line through the new gov's site
<b>November 8<sup>th</sup> - 12<sup>th</sup></b>	Meet with new Gov, present binders; release summary of project (i.e. number of resumes collected, light demographics, etc) at press conference prior to meeting; send thank you letters to supporting orgs, etc.; <b>set up individual meetings with members of the transition team</b>
<b>December 1<sup>st</sup></b>	Send update to applicants; remind them they have to apply on-line
<b>January 14, 2011</b>	Follow up with applicants
<b>January 2011</b>	Coalition de-brief meeting