

Sample Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	PLANNING MEETING FROM COMMITTEES	START RECRUITING VOLUNTEERS			DISTRIBUTE WEEKLY PLANNER
Week 2	PREPARE LETTERS AND ANNOUNCEMENTS	MEET WITH SCHOOL OFFICIALS	PLAN STORE LOCATION, RESERVE TABLES		
Week 3	SEND FIRST TEACHER LETTER	SEND HOME STUDENT LETTER			PROGRESS MEETING
Week 4		PUT UP POSTERS AT SCHOOL			
Week 5					PROGRESS MEETING
Week 6	START P.A. ANNOUNCEMENT				SEND HOME BUDGET ENVELOPES
Week 7	P.A. ANNOUNCEMENT		HOLD VOLUNTEER'S RUN-THROUGH MEETING		SET UP SHOP
Week 8	SHOP DAY 1	SHOP DAY 2	SHOP DAY 3	SHOP DAY 4	FINAL INVENTORY PACK UP, RETURN