

2021

Timeline Sheet

IMPORTANT DATES

Important Dates	Example	Your Schedule
Campaign Launch	April 10th	
Order Form Collection	April 25th	
Final Order Due	April 26th	
Delivery	May 10th	
Customer Pick-Up	May 10th PM or May 11th	

When creating your timeline we often recommend working backwards from your delivery date.

1. Select Delivery Date

Between late April and June. You will need to schedule this with your rep as there are specific dates available for your region. Many areas only have one or two options! Try coordinating with other school events, such as a concert or fair. Delivery times cannot be guaranteed.

2. Customer Pick-up Date

We advise that you have parent pick-up either in the evening on your delivery day or the following day. This helps to avoid extra confusion and last minute scrambles if the delivery is running late, or you need extra time to organize the plants prior to customer pick-up.

3. Order Form Collection Date

Collect all order forms from your group a few days prior to your final order due date. Give yourself enough time to collect the orders and money, tally up numbers, and add-on any last minute stragglers before submitting your final order. Double check that all orders are paid for on your team website.

4. Final Order Due Date

Your final order needs to be submitted online at least 14 days prior to your scheduled delivery date. Please submit on your team website even if you didn't use it for collectng orders.

5. Campaign Launch Date

This date may be selected first as many groups choose to start right away, but if you are working backwards from your delivery date it is best to give your group at least 2 to 3 weeks to sell.