

# Timeline Worksheet

## IMPORTANT DATES

Important Dates	Example	Your Schedule
Campaign Launch	November 2 <sup>nd</sup>	
Order Form Collection	November 15 <sup>th</sup>	
Final Order Due	November 18 <sup>th</sup>	
Delivery	November 28 <sup>th</sup>	
Customer Pick-Up	Next day or Nov. 29 <sup>th</sup>	

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

### 1. Select Delivery Date

Between late November and December. 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. A preferred delivery time may be requested when the final order is submitted but **delivery time requests cannot be guaranteed.**

### 2. Customer Pick-up Date

We advise that you have parent pick-up the following day. With traffic and weather being unpredictable, this helps to avoid unnecessary confusion and last minute scrambles if the delivery is running late, or you need the extra time to organize 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, payment, finalize numbers, and add-on any last minute orders before submitting your team order.

### 4. Final Order Due Date

Your final order needs to be submitted online at least 14 days prior to your scheduled delivery date.

### 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.