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Task List and Time Table Examples

Attachment #3

Task List Instructions:

Submit a list of Tasks as they relate to the Planning, Administration and Implementation of your Project. Tasks can be as many as are needed to provide a complete description of the overall project. Examples have been provided below, but your specific tasks do not have to match the examples. The submission of reports and approvals required by the CVB must be listed within the Tasks of the Funded Project.

Tasks

Task 1 - Committee Meeting / Planning Meeting

Task 2 - Submit Artwork for 1st Waive of Marketing Materials to CVB for Approval

Task 3 - Mail / Distribute 1st Waive of Marketing Materials

Task 4 - Committee Meeting / Planning Meeting

Task 5 - Submit first Bi-Monthly report

Task 6 - Secure Room Rates with Local Hotels

Task 7 - Submit Artwork for 2nd Waive of Marketing Materials to CVB for Approval

Task 8 - Mail / Distribute 2nd Waive of Marketing Materials.

Task 9 - Submit second Bi-Monthly report

Task 10 -

Task 11 -

Task 12 -

Task 13 -

Task 14 -

Task 15 – Post-Event Summary / Final Reimbursement Request

Time Table Instructions:

Submit a timetable as it relates to the specific tasks listed for your event. Your event Time Table should be 14 months to allow for the project year and the submission of your Post-Event Summary Report to the CVB.

Month	Tasks Completed
November 2008	Task 1
December 2008	Task 2, 3, 4
January 2009	Task 5
February 2009	Task 6, 7
March 2009	Task 8
April 2009	
May 2009	
June 2009	
July 2009	
August 2009	
September 2009	
October 2009	
November 2009	
December 2009	Task 15