Timeline Worksheet

IMPORTANT DATES

Example Date	Campaign Stage	Your Schedule
November 2	Campaign Launch	
November 15	Order Form Collection	
November 18	Final Order Due	
December 2	Delivery	
December 3 (next day)	Customer Pick-Up	

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. 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 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, payments, 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 through your team website 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 deliver date it is best to give your group at least 2 to 3 weeks to sell.