

**Legislative Forum
Monday, December 5
4:00-6:00 PM**

Committee Members: Sandy, Jacquelyn, Kim, Diana

WORK PLAN

Task	Who	By When
Locate facility and caterer and confirm use of space	Diana	Sept. 30
Meet with Janice Stockman to develop agenda	Diana	Sept. 28
Determine budget	Kim	Sept. 25
Establish Mailing List	Diana	Sept. 21
Send Save the Date Postcard	Diana/Sarah Jacquelyn	Sept. 30
WCCA Newsletter preliminary info		
Committee meeting – agenda design, invite	Committee	October 6
Develop formal invitation – use EES xerox (cover letter & flyer)	Diana	October 6
Research snail mail addresses for Council members	Jacquelyn	Oct. 17
Send invitation via e-mail (WCCA list), snail mail (Diana’s list plus Council) Request RSVP to Diana by 11/14	Diana/Jacquelyn/Sarah	October 17-24
Maintain RSVP List	Diana	Dec. 5
Outreach calls made to invitees on Diana’s list <ul style="list-style-type: none"> • Diana to call Little Arrows 	Council members Committee	Nov. 14
Reserve Interpreter if needed	Diana	Nov. 20
Committee Meeting: Final agenda design Finalize volunteer tasks/Recruit volunteers Select parents to award stipends	Diana	November 15

Identify outreach needed to targeted individuals

Task	Who	By When
Do targeted outreach to identified individuals	Volunteer outreach Pre-School & WCCA	November 25
Turnout calls to those who RSVP'd and to those who didn't but had some interest	Committee	December 1
Prepare calendar listing for Reformer (by Nov. 25), The Commons (by Nov. 15), Observer (11/15), Town Crier(11/15), Parent Express (by Nov. 9) Send cc calendar listing to Kim	Diana	11/9-25
Potential <i>Reformer</i> article call Howard Weiss-Tisman	Kim	Nov. 30
Prepare sign-in sheet, signs, and hand-outs for the workshop Acknowledge Retreat and EES – thank you Create template for recorders in small groups Use EES xerox	Diana	December 2
Reminder calls to volunteers	Jacquelyn	December 4
Deliver food by 3PM	Diana/Jacquelyn?	Dec. 5
Bring materials, sign-ins, signs	Diana	December 5
Workshop notes prepared with recommendations for improvement	Diana	December 6
Evaluation meeting incl. Budget report	Council	Dec. 7
Send thank yous to organizers, presenters, participants EES (for postage), Retreat (for space) Checks cut to pay parent stipends	Committee	December 18