



Fill A Public Works Truck Food Drive Event Planning Schedule

	Task	Date	Jan	Feb	March	April	May	June	July
1	Review Event Guide	Jan - Feb	X						
2	Contact Your Local Food Bank	Jan - Feb	X	X					
3	Fill out part one of Participation Form – Send in	March – May 7th			X	X			
4	Determine how/when to collect	Feb - March		X	X				
5	Send out pre-event press release and contact media	End of April – May 20th				X	X		
6	Collect food & other items	May 19 th – May 25 th					X		
7	Fill out part two of Participation Form – send in	May 27 th – June 1 st					X		
8	Send out After Event press release	May 27 th – June 7 th						X	
9	Review Event & Plan for next year	June						X	