



### Fill A Public Works Truck Food Drive Event Planning Schedule

|   | <b>Task</b>  | <b>Date</b>                                 | <b>Jan</b> | <b>Feb</b> | <b>March</b> | <b>April</b> | <b>May</b> | <b>June</b> | <b>July</b> |
|---|--|---|------------|------------|--------------|--------------|------------|-------------|-------------|
| 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 20 <sup>th</sup> – May 26 <sup>th</sup> |            |            |              |              | X          |             |             |
| 7 | Fill out part two of Participation Form – send in  | May 27 <sup>th</sup> – June 1 <sup>st</sup> |            |            |              |              | X          |             |             |
| 8 | Send out After Event press release                 | May 27 <sup>th</sup> – June 7 <sup>th</sup> |            |            |              |              |            | X           |             |
| 9 | Review Event & Plan for next year                  | June  |            |            |              |              |            | X           |             |