Sherwood Unity Project	
Timeline and Workflow	

dates	category	item	people
February	site	initial discussion re: location and installation plans	Public Works (Darren, Craig?)
March	site	set dates & plan for installation (include materials discussion)	Public Works
May	site	create plan for security	IS, Police, Public Works
June	program	choose identifiers	SCAC
June	funding	sponsorships for additional elements - tshirts, fencing, signage	SCAC/staff
June	program	plan project details (chalboards, colors, volunteer #'s, event plans)	SCAC
July	program	order supplies/materials	staff
17-Jul-16	program	finalize program plans - plan opening, closing & peace day programs	SCAC
August	marketing	create a social media plan	staff
August	marketing	create print/electronic materials	staff
August	program	solicit help for volunteers	SCAC/staff (Tammy)
August	program	order t-shirts and other promotional materials	staff
1-Aug-17	marketing	pitch story to Gazette	staff
4-Sep-16	program	create volunteer & staff schedules for full project; recruit help for gaps	staff
4-Sep-16	program	prep all materials - chalkboards, signs, poles, etc.	SCAC/staff
18-Sep-16	site	installation at the site	staff/Public Works
19-Sep-16	site	site prep for opening - signs placed	SCAC
20-Sep-16		PROJECT OPENING!	
24-Sep-16		World Peace Day	
27-Sep-16		PROJECT CLOSING	