

## Association Program Planning Calendar

For quality communication, all lists should be updated to be current and comprehensive  
 \*List should include appropriate contact information (Name, phone number, email address)  
 Be sure to copy your project manager on outbound communication

January	February	March	April
	1st - Fall <ul style="list-style-type: none"> <li>Communicate with <b><u>invited HS Counselors, Site Coordinators and Colleges</u></b> (1st communication)</li> </ul>	1st - Fall <ul style="list-style-type: none"> <li>Site Coordinator list by event *</li> <li>Submit invited HS Counselor list of areas needing assistance - if applicable* (to include associated fairs)</li> <li>Expected College attendee list *</li> </ul>	1st - Fall <ul style="list-style-type: none"> <li>Fall fair listings provided in template format along with expected attendance</li> <li>Communicate with <b><u>invited HS Counselors, Site Coordinators and Colleges</u></b> (2nd communication)</li> </ul> [Independent GTCF outreach to Site Coordinators & HS counselors]
May	June	July	August
Fall GTCF watch Dashboards and include association contact and Site Coordinators on email communications to the Counselors  [Independent GTCF outreach to Site Coordinators & HS counselors]	1st - Fall <ul style="list-style-type: none"> <li><b><u>Fall Ordering Opens</u></b></li> <li>Provide any updates on fair listings if applicable</li> </ul> [Independent GTCF outreach to Site Coordinators & HS counselors]	1st - Fall <ul style="list-style-type: none"> <li>Reminder communication to <b><u>registered Colleges to order a scanner device</u></b> for the fall</li> </ul> [Independent GTCF outreach to registered colleges]	Fall GTCF watch Dashboards and include association contact and Site Coordinators on email communications to the Counselors  [Independent GTCF outreach to Site Coordinators & HS counselors]
September	October	November	December
Fall GTCF watch Dashboards and include association contact and Site Coordinators on email communications to the Counselors  [Independent GTCF outreach to Site Coordinators & HS counselors]	Fall GTCF watch Dashboards and include association contact and Site Coordinators on email communications to the Counselors  [Independent GTCF outreach to Site Coordinators & HS counselors]		

Call your Program Manager direct number with any further questions:  
 or dial - 888.601.0200

Support link for Helpful Hints, Additional Resources and FAQ's  
[gotocollegefairs.com/support](http://gotocollegefairs.com/support)