

# December 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Marketing Cmte Meeting	2	3	4
5	6 SF: decide length & agenda	7 Training: P.M. SF: decide topics, speakers; contact	8 SF: inform attendees of date	9 SF: finalize site, food; contract transport (if nec) Placement Cmte Meeting	10 SF: decide giveaways Recruit Cmte Meeting	11
12	13 Re\$ource Cmte Conf. Cal	14	15 Training: A.M.	16 BAC Meeting	17	18 Upper IA U Term II Ends Marquette Semester Ends MSOE Winter Session Begins
19	20 MATC Classes End	21 WCTC Classes End	22	23 JWM Classes End	24 Student Fairs	25
26	27 BS: send e-invite	28 BS: reconfirm w/vendors	29 BS: copy all materials for distribution	30	31 New Year's Eve	

# January 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 SF: determine materials Upper IA U Term III Begins MSOE Classes Recess	4 Training: Evening SF: determine room setups	5 SF: order nec signs, banners Marketing Cmte Meeting	6	7	8
9	10 Re\$ource Cmte Conf. Call BS: mail paper invites	11 WCTC Classes Begin	12 Training: Noon	13	14 Recruit Cmte Meeting	15
16	17	18 Marquette Classes Begin	19 MATC Classes Begin	20	21	22
23	24	25	26 Upper IA U Term III Ends UWM Classes	27 BAC Meeting	28	29
30	31				Upper IA U	

# February 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Marketing Cmte Meeting	3	4	5
6	7 Re\$ource Cmte Meeting BS: prepare info packet, program, name tags	8 Training: Evening BS: confirm # attendees	9 BS: write eval	10	11 Recruit Cmte Meeting	12
13	14 BS: e-mail invite  Valentine's Day	15 BS: accessibility & other needs	16 Training: Noon BS: inventory materials & supplies	17 Placement Cmte Meeting BS: mtg w/on-site personnel	18	19
20	21  President's Day	22 BUSINESS SYMPOSIUM	23	24 SF: send e-invites BAC Meeting	25 SF: confirm vendors	26  MSOE Winter Qtr Classes End
27	28 SF: copy materials BS: Thank you notes; document assets					