

**Tacoma Links Dark Diva Fundraiser  
Planning Calendar  
March 2019 - October 2019**

**March 2019**

**- Members given assignments for searching for venues and catering information**

**April 2019**

Search for venue and catering continuing with venue visitations

12 – Lunch Meeting of Steering Committee chairs and co-chairs

Visitation to Annie Wright School to check-out venue

24 – Conference call of steering committee for training on drop box

25 – Visitation to Univ. of Washington and Rialto Theater

27 - Overview given to chapter by steering committee at regular meeting.

Note: Chair, co-chairs, and consultant with consult with each other weekly through drop box This group with conference on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 6:00 PM.  
Conference call date for facet chairs and cochairs will be determined later.

**May 2019**

3 – Contracts in hand for venue and Dark Divas production

15 – Preliminary reports from facet committees to their co-chair on progress made  
On committee assignment.

17 – Progress report made to chapter by Steering Committee

24 – Contracts approved and returned by Western Region and National.

**June 2019**

7 – Caterer selected and food finalized with contract signed

- Publicity plan presented to steering committee

- Conference call for progress report

**May 2019**

**- Conference call for progress report**

**June 2019**

**-Conference call for progress report**

**July 2019**

- Meeting of chapter on Dark Divas progress at July Retreat.

**August 2019**

- conference call for progress report report

**September 2019**

- Conference call for progress report

**October 2019**

- Conference call for progress report
  - Dark Divas Performance
  - Report to co-chairs and chair on facet involvement of event for final report to chapter
- 18 - Steering committee meeting
- 26 - Report to Chapter on Dark Divas Event by Steering Committee

Note- Date and time for conference call to be established