

**TOWN OF NEW GLARUS PARKS COMMISSION
FALL 2009 WORKSHOP-CONSERVATION PLANNING**

<u>ITEM</u>	<u>TARGET DATE</u>
Confirm availability dates from speaker	W/O 10/5/09
Finalize Workshop content and outline	W/O 10/12/09
Create Workshop mailing brochure and poster	W/O 10/19/09
Create press release for local media	W/O 10/19/09
Obtain mailing list from Green County	W/O 10/19/09
Arrange printing and postage for brochure	W/O 10/26/09
Print brochure (School District?)	W/O 11/02/09
Mail brochure	W/O 11/09/09
Discussion and review at November 12 meeting	W/O 11/09/09
Press release to local media	W/O 11/16-23/09
Finalize AV requirements	W/O 11/16/09
Finalize/print presentation handouts and resources	W/O 11/16/09
Arrange snacks for Workshop	W/O 11/16/09