



Revised

Coordination Checklist

To Reach Rik: Rik@dayone.com
To Reach Jeanne hart1003@comcast.net

~ What we need to do ~

1. ☐ By Mon. 3/29/21 ~ Get your Cemetery List.
2. ☐ By Wed. 3/31 ~ Write your Donation Letter.
3. ☐ By Fri. 4/2 ~ E-Mail your Donation Letter to your Cemetery List.
4. ☐ By Tues. 4/6 ~ Order your Cemetery's Wreath from your chosen Florist.
5. ☐ By Fri. 4/9 ~ E-Mail your Cemetery's Super about who will be coming over.
6. ☐ By Mon. 4/12 ~ E-Mail your Presenters and Photographers.
7. ☐ By Wed. 4/14 ~ Ask for Donations to be Returned to you.
8. ☐ By Fri. 4/16 ~ Send your New Father Ranks & Names to Rik for the Banners.
9. ☐ By Fri. 4/30 ~ E-Mail Cover Letter Content to Rik. 
10. ☐ By Fri. 4/30 ~ Stand by to approve the Art for your Banner(s). 
11. ☐ By Mon. 5/3 ~ Reconcile Total Donations & Expenses (see Reconciliation Form). 
12. ☐ By Mon. 5/10 ~ Check with Rik to be sure your Banners were shipped.
13. ☐ By Fri. 6/25 ~ Wrangle Photos of the Service ~ make selections ~ E-Mail to Rik.
14. ☐ It's Miller Time! ~ With many thanks for another successful Memorial Day!