

A. Thursday afternoon

1. Pick up mailing tubes from Stock Room
2. Pick up badges from Carol Utley

B. Friday

~~Get~~ **Get** booklets from Printshop

✓ Pick up posters from Photo Lab 1410 San Marcos 9:30

✓ Send 6 posters to Carol Utley

3 ✓ Stick badges and stuff booklet in branch office profiles Friday

4 ✓ Mail branch office profiles and posters.

C. Saturday

✓ Pin badges and stuff booklet in profiles

D. Monday

✓ Send profiles to Marion Building to Henry at 3:00 pm.

E. Tuesday

1. Pass out profiles to all Reps.
2. Put up posters on all floors