

Aero Club of Northern California Crystal Eagle Banquet 2009

Updated 07/14/09

Task	Owner	Due Date	Status
Identify Potential CE Recipients	All	January	Done
Select Crystal Eagle Recipient	All	February	Done - Mike Melvill
Select Date For Event	All	March	Done - Saturday October 24
Notify Recipient	C. Honaker	May	By phone
Letter To Recipient	C. Honaker	July	In Draft
Confirm Date with Hiller Museum	J. Ricklefs	May	Done
Send Deposit To Hiller Museum	E. Peterson	May	Done
Notify Caterer of Date	J. Ricklefs	May	Done
Nominate NAA Recipients	All	May	John Blair, ?
Select NAA Recipients	All	June	
Notify NAA recipients			
John Blair	C. Honaker	June	
? ?			
Letter to NAA recipients	C. Honaker	July	
Dinner Cover Letter	F. Sweeney	August	
Pre-Mailing To Members Only	R. Hutchings	August	
Mailing Party	All	August	
Mailing To Full Mailing List	R. Hutchings	Sept	
Mailing Party	All	Sept	
Generate Press Release	F. Sweeney	Late Sept	
Notify Spartan Daily			
Sign Contract with Caterer	E. Peterson	July	
Confirm Menu With Caterer	E. Peterson	July	
Advertise Scholarship Availability	S. Clifford	July	
	E. Peterson	May	ACNC Website
Select Scholarship Recipients	S. Yelich	Sept	
	S. Clifford		
	T. Leonard		
Notify Scholarship Recipients	S. Yelich	Early Oct	

Task	Owner	Due Date	Status
	S. Clifford		
Scholarship Bios For Program	S. Yelich	Early Oct	
Scholarship Background Info For program	J. Bennett		
Reserve Room for C.E. Recipient	C. Honaker	April	Done for 10/24 Fairfield Inn #(650) 631-0777
Request Certificates From NAA	J. Bennett	July	
Design Program and Insert	E. Peterson	August	
Provide Data/Sched for Insert	J. Bennett	Sept.	
Solicit Silent Auction Items	All	Jul-Oct	
Announcement On Hiller Marquee	F. Sweeney	August	
Print Program	E. Peterson	Oct	
Generate Video Program Include NAA Recipient Bios Include Scholarship Photos	R. Hutchings	Oct	
Write Intros and Welcome Speech	C. Honaker	Oct.	
Distribute Press Release	F. Sweeney R. Hutchings	Oct.	
Arrange For Audio-Video System Find aviation theme music	E. Peterson R. Hutchings	Sept	
Create Center Pieces	S. Sweeney S. Yelich	Oct	
Assemble Crystal Eagle Arrange For Brass Plate	T. Leonard	Sept	At JB Trophies
Silent Auction List Insert	R. Blake	Oct	
Gather Auction Items	R. Blake All	Sept/Oct	
Pick Up Display Boards	F. Sweeney ?	Oct	
Arrange To Have Gift Shop Open	J. Ricklefs ?	Sept	
Arrange For Drapery Behind Dais	J. Ricklefs ?	Sept	

Task	Owner	Due Date	Status	
POST EVENT ITEMS				
Hold Post Mortem On Event	All	Nov		
Collect Dues/Checks	E. Peterson	Early Nov		
Write Letters To Key Sponsors	C. Honaker	Nov		
Update Membership Form	R. Hutchings	Dec		

