

Beech Springs Church
Design Coordinator
Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page#
MEETING: Design/Video/ Website/Social Media Coordinators Training	TBD				
Create Campaign Title and Logo			9/9/26	9/23/26	4
Design Production One and Send to Print			9/23/26	10/7/26	4-8
MEETING: Leadership Team Training #1	9/29/26	7:00PM			
Review Deadlines			9/29/26	9/29/26	3
Review Print Checklist			9/29/26	10/6/26	4
Contact Impact Stewardship to Begin Design Preparation			9/30/26	10/2/26	2
Review Print Samples			9/30/26	10/2/26	2
Enlist Additional Help			9/30/26	10/13/26	4
Complete Design and Print Budget Worksheet for Approval			10/6/26	10/13/26	3
Select a Printing Company			10/6/26	10/13/26	8
Design Production Two and Send to Print			10/7/26	10/21/26	4-8
MEETING: Leadership Team Training #2	10/20/26	7:00PM			
Event: Vision Sunday			11/8/26	11/8/26	
Event: Early Commitment Dinner			11/19/26	11/19/26	
Event: Commitment Day			12/6/26	12/6/26	
Event: Celebration Sunday			12/20/26	12/20/26	