



Check List For Event

Date:

Contact:

School:

Address:

Done	Description	Due Date	Assigned To
	Contact Information (Website)	Today	Client
	Schedule A Virtual Orientation	Today	Plastic Recycled
	Look Over Welcome Packet	7 Days	Client
	Select Program	7 Days	Client
	Review Estimate And Dates	7 Days	PR / Client
	Except Estimate / Sign Contract	14 Days	Client
	Start Collection Plastic	15 Days	Client
	<u>Education Event Day</u>		PR / Client