

Date	Task	Responsible
<u>March 2017</u> - 12 months prior to District Convention		
March 2017	Nominations Committee and District Secretary Meeting	Nominations Committee Chair and District Secretary
March 2017	Obtain List of Incumbents, Contact Information and Bios - Ask if Willing to Serve Again	Nominations Committee Chair
March 8, 2017	Open Convention Webpage	District President
March 8, 2017	Announce That Nominations Are Open	District President
<u>April 2017</u> - 11 months prior to District Convention		
April 2017	Monitor Nominations Documents for Updated Information and Reply to Submissions	Nominations Committee Chair and District Secretary
<u>May 2017</u> - 10 months prior to District Convention		
May 2017	Monitor Nominations Documents for Updated Information and Reply to Submissions	Nominations Committee Chair and District Secretary
May 2017	Alert Congregational Presidents and Pastors - Voters' Meetings in Preparation for Circuit Forums	President's Office
May 25, 2017	Initial Convention Committee Meeting	Entire Convention Committee

<u>June 2017</u> - 9 months prior to District Convention		
June 2017	Monitor Nominations Documents for Updated Information and Reply to Submissions	Nominations Committee Chair and District Secretary
<u>July 2017</u> - 8 months prior to District Convention		
July 2017	Monitor Nominations Documents for Updated Information and Reply to Submissions	Nominations Committee Chair and District Secretary
<u>August 2017</u> - 7 months prior to District Convention		
August 2017	Monitor Nominations Documents for Updated Information and Reply to Submissions	Nominations Committee Chair and District Secretary
August 1, 2017	Alert District Committee Chairs - Committee Reports	President's Office
August 15, 2017	Treasurer's Memo	Financial Office
<u>September 2017</u> - 6 months (180 days) prior to District Convention		
September 2017	Monitor Nominations Documents for Updated Information and Reply to Submissions	Nominations Committee Chair and District Secretary
September 7, 2017	Convention Committee Meeting	Entire Convention Committee
September 15, 2017	Deadline for Circuit Forums to Be Held	President's Office Communicate to Circuit Visitors

<u>October 2017</u> - 5 months prior to District Convention		
October 2017	Monitor Nominations Documents for Updated Information and Reply to Submissions	Nominations Committee Chair and District Secretary
October 2017	Name Badge Preparation	Financial Office
October 8, 2017	Registration Closes	President's Office
October 8, 2017	Deadline to Receive Memorials	President's Office
October 8, 2017	Deadline to Receive Committee Reports	President's Office
October 9, 2017	Mailing: Display Space	Financial Office
<u>November 2017</u> - 4 months (120 days) prior to District Convention		
November 2017	Monitor Nominations Documents for Updated Information and Reply to Submissions	Nominations Committee Chair and District Secretary
November 2017	Trip to Convention Venue (Necessary?)	Support Staff Team/All
November 2017	Name Badge Preparation	Financial Office
November 2017	Final Handbook Preparation	Support Staff Team

November 1, 2017	Deadline to Receive Nominations Ballots for President	District Secretary
November 1, 2017	Deadline to Receive Nominations Ballots for Other Officers	Nominations Committee
November 1, 2017	Appointment of Floor Committee Chairs	President's Office
November 1, 2017	Develop Registration Process with Delegate Confirmation Form and Communicate It	President's Office
November 1, 2017	Deadline to Collect Consent Forms and Bios of All Nominees	Nominations Committee Chair and District Secretary
November 8, 2017	Nominations Committee Meeting to Determine Who Will Form the Ballot	Nominations Committee
November 10-12, 2017	Continue to Monitor Nominations Documents for Late Nominations	Nominations Committee Chair and District Secretary
November 15, 2017	Deadline to Complete Individual Workbook Sections	Support Staff Team
November 15, 2017	Bios for Those on Ballot Submitted to President's Office in Word	Nominations Committee Chair and District Secretary
November 15, 2017	Mailing: Assessments to Congregations	Financial Office
November 15, 2017	Compile List of Paid and Not Paid	Financial Office
November 22, 2017	Deadline to Inform Elections Chair of the Ballot	Nominations Committee Chair and District Secretary
November 30, 2017	Convention Committee Meeting	Entire Convention Committee

December 2017 - 3 months prior to District Convention

December 2017	Name Badge Preparation	Financial Office
December 8, 2017	Post Convention Workbook on Website	President's Office

January 2018 - 60 days prior to District Convention

January 2018	Name Badge Preparation	Financial Office
January 2, 2017	Prep and Mail Invitations for Presidents' Reception	Support Staff Team
January 8, 2018	Order and Collect Convention Materials from Various Organizations for Packets	Support Staff Team
January 30, 2018	Parliamentarian Asked to Serve	Who?

February 2018 - 30 days prior to District Convention

February 2018	Name Badge Preparation	Financial Office
February 8, 2018	Deadline to Receive Materials for Worship Service and Devotional Book	President's Office
February 8, 2018	Mailing: Reminder Letter to Congregations without Representation	President's Office

February 8, 2018	Mailing: Appointment of Floor Committees	President's Office
February 8, 2018	Mailing: Delegate Instruction Letter from Financial Office	Financial Office
February 8, 2018	Order Folders for Delegate Packets from Thrivent	Support Staff Team
February 15, 2018	Deadline to Receive RSVPs for Presidents' Reception	Support Staff Team
February 15, 2018	Mailing: Reminder Letter to Congregations Delinquent in Paying Assessments	Financial Office
February 15, 2018	Prepare Memorials for Floor Committee Meetings	President's Office
February 15, 2018	Prepare Ballot Sheets for Each Election	President's Office
February 19, 2018	Mailing: Elections Committee	President's Office
February 19, 2018	Mailing: Floor Committees	President's Office
February 22, 2018	Mailing: Floor Committee Orientation Material	President's Office
February 22, 2018	Mailing: Memorial Service	President's Office

March 2018 - *Month of District Convention*

March 7, 2018	Assemble Voting Packets and Delegate Packets	Support Staff Team
March 8-9, 2018	75th Convention of the Southern District--LCMS	Entire Convention Committtee
March 8-9, 2018	Announcement: Reminder of Presidents' Reception	District President
March 8, 2018	Complete Final List of Paid and Not Paid Assessments	Financial Office
March 9, 2018	Send Out Reminders to Congregations Delinquent in Paying Expenses	Financial Office
March 9, 2018	Send Out Expense Vouchers to Treasurers	Financial Office
March 10-31, 2018	Breathe a Sigh of Relief - Woo Hoo!!	Entire Convention Committee



