2015 - 16 Sunbelt Expo Activities and Milestones Updated 5/6/2015 **Time**

Completion Date	Description of Activity	Who's Involved?	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
5/1/15	Initial Leader Meeting	Leadership Team												
5/15/15	Budget to Dean	Scott & Scott												
6/1/15	Order Peanuts	Scott J												
6/1/15	Order Orange Juice	Scott T												
5/29/15	Monthly Meeting - Updates	Leadership Team												
6/26/15	Monthly Meeting - Updates	Leadership Team												
7/1/15	Finalize Exhibit Presentation Concepts	Exhibit Teams & Leadership Team												
7/1/15	Complete Graphics for Exhibits	ICS, Exhibit Teams & Leadership Team												
7/15/15	Update Sunbelt Website	Scott Jackson and District IT												
7/22 - 7/23/15	Setup Display Structure Moultrie	Selected Team Members, Facilities Personnel												
8/1/15	Tentative Work Schedule	Tim, Mark & Scott J												
8/1/15	Order Passes - Establish Method for Distribution	Tim, Mark & Scott J												
8/14/15	Monthly Meeting - Updates	Leadership Team												
9/1/205	Graphics for Exhibits Ready	ICS & Vendors												
9/11/15	Monthly Meeting - Updates	Leadership Team												
10/2/15	Monthly Meeting - Updates	Leadership Team												
10/14/15	Orange Juice & Peanuts Arrive	Scott & Scott												
10/19/15	Final Setup	Leadership Team												
10/20/15	Sunbelt Begins	Exhibit Teams & Leadership Team												
10/22/15	Sunbelt Ends	Exhibit Teams & Leadership Team												
11/2/15	Complete Setup NFF	Reference												
11/5/15	North Florida Fair Begins	Reference												
11/6/15	Monthly Meeting - Post Event Evaluation and 2016	Leadership Team												
11/15/15	North Florida Fair Ends	Reference												
12/9/15	Final Report to Dean	Scott & Scott												
2/5/16	Monthly Meeting - Finalize Theme 2016	Leadership Team												
3/4/16	Monthly Meeting - Identify Leaders	Leadership Team												
3/11/16	UPDATE Goals and milestones for 2016 Sunbelt	Leadership Team												
4/4/16	Monthly Meeting - Opportunities for Extension Agents/ Specialist	Leadership Team												
4/7/16	Update Opportunities to Extension Faculty at Spring Faculty Meeting	Sunbelt Extension District Coordinators												