



PLANNING GUIDE

TASK	ASSIGNED TO	DUE DATE
	Staff Names Here	Day/Month
<input type="checkbox"/> Review planning steps <i>Six months ahead of fair date</i> » Start with the PSP Palooza Timeline and this planning guide		
<input type="checkbox"/> Assemble planning committee <i>Six months ahead of fair date</i> » Committee can include LMP regional and facility co-leads, UBT consultants, union partnership representatives, Alliance partnership representatives, UBT team members, stewards and sponsors » Inform stakeholders such as members of regional or local LMP council, partnership union leaders and regional management; regional and/or facility public affairs; environmental or building services for rooms, set up and clean up; food services or caterers for snacks or meals » Decide budget and how costs will be shared		
<input type="checkbox"/> Set date and time <i>Six months ahead of fair date</i> » Consult the schedules of stakeholders » Avoid holidays and other scheduled facility/region events » Consider all shifts		



