



TIMELINE



LMP LABOR MANAGEMENT PARTNERSHIP

Six Months Ahead of Fair Date	Four Months Ahead of Fair Date	Three Months Ahead of Fair Date	Two Months Ahead of Fair Date	One Month Ahead of Fair Date	DATE OF FAIR	Within Two Weeks After Fair Date
Review planning steps	Select teams	Begin publicity	Provide materials for teams	Plan for set-up and clean-up	HAVE FUN!	Debrief
Assemble planning committee	Invite guests	Create storyboards	Gather materials for events	Start planning the next PSP Palooza		
Set date and time		Procure prizes and giveaways				
Find a location		Confirm location				

