

Northridge Hall of Fame

Activity Calendar

January

Establish schedule for upcoming meetings
Establish date for induction activities
Review of nominations packet

February

Request of facility availability for induction
Initial screening of nominations submitted

March

Initial selection of candidates screened
Establish contact persons for nominees
Conformation calls for nominee acceptance

April

Report on the nominees acceptance
Conformation of the new inductees
First mailing for background information
Establish committees for Induction Dinner, Hall of Fame Day, and the Fund Raiser

May (committee meetings)

Report on background information collection
Preparation for recognition of inductees
Order materials for induction ceremony
Assemble information files for each inductee
Selection & contact for fundraising event

June (committee meetings)

Preparation of invitations and programs
Fund raising activities schedule finalized

July

Update & review of all committee progress

August

Program prepared for printed reproduction
Information for publicity and press release

September

Final review of articles on the new inductees
Assemble & distribute all invitations

October (tentative dates)

Thursday

Hall of Fame Day (school visits by inductees)
Kiwanis Dinner (Kiwanis honors inductees)
E-mail odonnell@siscom.net for information

Friday

Induction Dinner
Public invited to the buffet dinner & induction.
No charge for this event, reservations would be appreciated by calling 278-5885.

Sunday

Special Event (Hall of Fame Fund Raiser)

Wednesday

Debriefing of all committee activities

November (committee meetings)

Preparation of articles to solicit new candidates
List of nominations for January meeting

December (committee meetings)

Change display case & website pictures

January 12

Nomination deadline for the next class