

Mother's Day Planning Calendar 2010

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	
<ul style="list-style-type: none"> All visual displays done 	<ul style="list-style-type: none"> All embellishments like bows completed All features written out and placed by phones and cash. Review with all staff. 	<ul style="list-style-type: none"> All Mother's Day wrapping in place Final call to corporate clients 	<ul style="list-style-type: none"> Meeting with staff and final designation of duties Organize all delivery routes and have all orders placed to reflect that 	<ul style="list-style-type: none"> All potted plant specialties arrive and initial decorating begins 	<ul style="list-style-type: none"> Continue potted plant embellishments 	

May 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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						<ul style="list-style-type: none"> Clean coolers Organize cash/counters for holiday mode
2	3	4	5	6	7	8
<ul style="list-style-type: none"> Ensure all cutters and sterilized, sharp and ready 	<ul style="list-style-type: none"> Initial cut floral delivery Begin any wedding prep possible 	<ul style="list-style-type: none"> Check quality of cut flower delivery 20% of all features designed 	<ul style="list-style-type: none"> Second cut flower delivery 20% of all features designed Final meeting with staff 	<ul style="list-style-type: none"> Check quality of cut flower delivery 60% of all features designed Final display fix ups Prepare all wedding work other than bouquets 	<ul style="list-style-type: none"> Final floral delivery Final quality assurance evaluation of product Do final wedding work 	<ul style="list-style-type: none"> Do orders and do as many advanced deliveries as possible Begin deliveries as early as possible Designate employees on phone, front cash, designing
9	10	11	12	13	14	15
<p style="color: green; font-weight: bold;">Mother's Day</p>	<ul style="list-style-type: none"> Clean up Take inventory of leftover product 	<ul style="list-style-type: none"> Evaluate and organize all invoices for next year Be sure to address all claims required 	<ul style="list-style-type: none"> Prepare 2011 initial Mother's Day order 			