



# CHRISTMAS SHOPPE IMPORTANT DATES 2018

SEPTEMBER		
9/01	Saturday	Confirm Shoppe Leadership
9/15	Saturday	Solicit Donations from Toy Stores and Businesses
9/19	Wednesday	<b>Shoppe Chair Dinner <i>All Chairs/ Key Leaders mandatory</i></b>
OCTOBER		
10/08	Monday	Inform ACTION of Agencies list (and who we can refer to)
10/19	Friday	<b>Deadline: Submit Volunteer Shifts and needs to ACTION</b>
10/22	Monday	Inform ACTION if PODs are needed
10/29	Monday	Confirm Toy Box Locations with local businesses and agencies
10/30	Monday	Confirm Shoppe layout
NOVEMBER		
11/01 - 11/07	First Week	Place Toy Collection Boxes
11/01 - 11/07	First Week	Distribute invitations to organizations
11/12	Monday	<b>Deadline: Inform ACTION of Box Placement (for our website map)</b>
11/22	Thursday	Thanksgiving
11/28	Wednesday	<b>Waffle Wednesday <i>All Chairs/ Key Leaders mandatory</i></b>
11/30	Friday	<b>Deadline: Submit wristband and dot orders to ACTION</b>
DECEMBER		
12/03 or 12/10*	Monday	<b>Deadline: Submit churches/ organizations involved list to ACTION</b>
12/05 – 12/14	Week of	<b>Deadline: Toy Box Collection</b>
12/06 or 12/13*	Thursday	Print directions and Point Color Code signs for rooms
12/06 or 12/13*	Thursday	Toy sort and tag (pre-shoppe)
12/07 or 12/14*	Friday	Final walk through (optional but recommended)
12/17	Monday	<b>Deadline: Submit numbers and stats from Shoppe to ACTION</b>
JANUARY		
01/07 – 01/14	Second Week	Schedule a Shoppe Debrief with ACTION!

*We kindly ask that you adhere to these deadlines in bold.*

*All other dates are flexible, depending on what works best for your Shoppe and Leadership.*

*\*Dates in red pertain to December 15<sup>th</sup> Shoppes only*

