

Date	Time until Registration	Task		
	T-12 Weeks or more			
	T-11 Weeks			
	T-10 Weeks			
	T-9 Weeks			
	T-7 Weeks			
	T-6 Weeks			
	T-5 Weeks			
	T-4 Weeks			
	T-3 Weeks			
	T-2 Weeks and 4 days			
	T-2 Weeks			

	T-1 Week			
	T-5 Days			
	T-4 Days			
	T-3 Days			
	Pre-registration Deadline			
	<b>EVENT</b>			
	Return all facilities to normal immediately following the event - includes tables/chairs to appropriate rooms or storage, trash removed, floors swept/mopped, thermostats reset			