

Pro Forma Unit Action and Communication Plan for Key Unit 124 Activities

09 JAN 2022 Version 4

Activity	Flyer	Unit Website	Press Release	Unit e-mails ¹	Tourney Trax ²	Event
Conflict of Interest						Forms - Jan
Education Program	8 weeks advance Nov, Feb, July	8 weeks advance Nov, Feb, July	6 wks advance Nov, Feb, July	2 when website up to date	N/A	Jan, Apr, Sep
Mentor Program	6 weeks in advance March	6 weeks in advance March		3 when website up to date	N/A Unit Calendar	May → Sep
Membership Program³	TBD	TBD		TBD	N/A	Going
ALERT	N/A	As published		As published	N/A	Jan, Apr, Jul, Oct
Monthly Newsletter				1 ea. Mo. 1st wk.	N/A	Monthly
NLM Newsletter		As published		Twice/mo.	N/A	Twice per month
STaCs	6 weeks in advance	6 weeks advance Mar, June, Oct		District email 2 Unit emails	Yes When Sanctioned	Apr, Aug, Dec
NLM Sectional	6 mo in advance TBD	8 weeks advance TBD		2 when website up to date	Yes When Sanctioned	TBD
TBD Sectional⁴ Spooktacular	6 mo in advance Mar	8 weeks advance Aug S/A		2 when website up to date	Yes When Sanctioned	Other TBD End October Sanction 14 mo ahead
Regional Contract 5 yrs	6 mo in advance Jan	8 weeks advance April	8 wks advance April	District email 3 Unit emails	Yes when sanctioned	June Sanction 2 years ahead
Elections	Aug 1 12 wks in advance	Aug 1 Call for nominees Oct 1 Nominees list & Statements		3 Unit emails	N/A	Election End Oct Candidates 10/1 Call for Nominees 8/1
Awards Game	Mar	Mar S/A		2 Unit emails	N/A	May
Membership Mtg	Sep	Sep		2 Unit emails	N/A	Nov
Holiday Party	Oct	Oct S/A		2 Unit emails	N/A	Dec
Longest Day	Apr	Apr	Apr	2-3 emails	N/A	June
CBC Lease	N/A	N/A	N/A	N/A	N/A	2/2027 – 8/2027
CBC Sublease	N/A	N/A	N/A	N/A	N/A	Nov Define Changes Dec Signatures complete

Where S/A means as space is available and:

1 - Unit emails will be coordinated and included in the monthly newsletter sent through Pianola.

2 - Tourney Trax - ACBL software for scheduling and sanctioning tournaments.

3 - Special Membership Game TBD; Member Phone Chain and engagement activities ongoing.

4 - Unit 124 may run two sectionals each year. We delegated the Spring/summer sectional to Middletown then NKy. They no longer run it.

Pro Forma Action Plan

Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
The ALERT	★		☆	★		☆	★		☆	★		☆
Committees	★										Subleases	Signed
Conflict of interest	★											
Education Pgm	★	☆		★			☆		★		☆	
Mentor Pgm			☆		★							
Membership Pgm	★											
STaCs		☆		★		☆		★		☆		★
NLM Sectional									TBD			
Sectionals								☆	★		★	
Regional				☆		★	★					
Elections							☆		★	★		
Medallion Game			☆		★							
Membership Mtg									☆		★	
Holiday Party										☆		★
Longest Day			★	☆			★					

Where: ★ is the start/application/set up committee ☆ communication starts ★ due/done

Not shown:

- Monthly Newsletter to all members plus monthly Newsletter to NLM members.
- Sanction Regional 2 years in advance
- Update Regional Hotel Contract and CBC Lease (8/2027) as required.