

# 2015 CHA HCV Workshop Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13 Q1 SPEAKERS CONFIRMED AND EVENT PAGE CREATED	14	15	16 Q1 LETTERS AND SIGNAGE REQUESTS SENT TO PRINTER	17
18	19	20	21 INFORM CALL CENTER STAFF	22	23	24
25	26	27	28 Q1 INVITATIONS MAILED TO HOUSEHOLDS, EMAIL BLAST, SOCIAL MEDIA POSTS	29	30	31
1	2	3 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 2/10	4	5	6	7
8	9	10 OWNER WORKSHOP INSPECTIONS HCV INSPECTIONS DEPT 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	11 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 2/18	12	13	14
15	16	17 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 2/24	18 TENANT WORKSHOP DOS+DON'TS OF HCV HCV TENANT SERVICES 2PM-4PM FIC	19	20	21
22	23	24 OWNER WORKSHOP INSPECTIONS HCV INSPECTIONS DEPT 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	25	26	27	28
1	2	3 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 3/10	4	5	6	7
8	9 Q2 SPEAKERS CONFIRMED AND EVENT PAGE CREATED	10 OWNER WORKSHOP INSPECTIONS HCV INSPECTIONS DEPT 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	11	12 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 3/17-18	13 Q2 LETTERS AND SIGNAGE REQUESTS SENT TO PRINTER	14
15	16 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 3/24	17 TENANT WORKSHOP DOS+DON'TS OF HCV HCV TENANT SERVICES 2PM-4PM, 6PM-8PM FIC	18 TENANT WORKSHOP DOS+DON'TS OF HCV HCV TENANT SERVICES 2PM-4PM FIC	19 INFORM CALL CENTER STAFF	20	21
22	23	24 OWNER WORKSHOP INSPECTIONS HCV INSPECTIONS DEPT 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	25 Q2 INVITATIONS MAILED TO HOUSEHOLDS, EMAIL BLAST, SOCIAL MEDIA POSTS	26	27	28
29	30	31	1	2	3	4
<b>POST-EVENT REPORT</b>						
5	6	7 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 3/14	8 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 4/15-16	9	10	11
12	13	14 OWNER WORKSHOP MOVING 101 HCV OWNER SERVICES 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	15 TENANT WORKSHOP MOVING 101 HCV OWNER SERVICES 2PM-4PM, 6PM-8PM FIC	16 TENANT WORKSHOP MOVING 101 HCV OWNER SERVICES 2PM-4PM, 6PM-8PM FIC	17	18
19	20	21	22	23	24	25
26	27	28 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 5/5	29	30	1	2
3	4 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 5/12	5 OWNER WORKSHOP MOVING 101 HCV OWNER SERVICES 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	6	7	8	9
10	11 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 5/19	12 TENANT WORKSHOP MOVING 101 HCV OWNER SERVICES 2PM-4PM, 6PM-8PM FIC	13 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 5/20	14	15	16
17	18	19 OWNER WORKSHOP MOVING 101 HCV OWNER SERVICES 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	20 TENANT WORKSHOP MOVING 101 HCV OWNER SERVICES 2PM-4PM, 6PM-8PM FIC	21	22	23
24	25	26	27	28	29	30
31	1	2 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 6/9	3	4	5	6
7	8	9 OWNER WORKSHOP MOVING 101 HCV OWNER SERVICES 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	10 Q3 SPEAKERS CONFIRMED AND EVENT PAGE CREATED	11	12 Q3 LETTERS AND SIGNAGE REQUESTS SENT TO PRINTER	13
14	15	16	17 INFORM CALL CENTER STAFF	18	19	20
21	22	23 REMINDER EMAILS AND SOCIAL MEDIA POSTS: 6/30	24 Q3 INVITATIONS MAILED TO HOUSEHOLDS, EMAIL BLAST, SOCIAL MEDIA POSTS	25	26	27
28	29 POST-EVENT REPORT	30 TENANT WORKSHOP MOVING 101 HCV OWNER SERVICES 2PM-4PM, 6PM-8PM FIC				

# 2015 CHA HCV Workshop Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 POST-EVENT REPORT	2	3	4
5	6	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 7/14-16	8	9	10	11
12	13	TENANT WORKSHOP PEST CONTROL ALLIED CLEANING SERVICES 2PM-4PM, 6PM-8PM FIC	TENANT WORKSHOP PEST CONTROL ALLIED CLEANING SERVICES 2PM-4PM, 6PM-8PM FIC	TENANT WORKSHOP PEST CONTROL ALLIED CLEANING SERVICES 2PM-4PM, 6PM-8PM FIC	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 8/11, 8/13	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 8/12	6	7	8
9	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 8/18	OWNER WORKSHOP PEST CONTROL ALLIED CLEANING SERVICES 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	TENANT WORKSHOP PEST CONTROL ALLIED CLEANING SERVICES 2PM-4PM, 6PM-8PM FIC	OWNER WORKSHOP PEST CONTROL ALLIED CLEANING SERVICES 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	13	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 8/19
16	17	OWNER WORKSHOP PEST CONTROL ALLIED CLEANING SERVICES 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	TENANT WORKSHOP PEST CONTROL ALLIED CLEANING SERVICES 2PM-4PM, 6PM-8PM FIC	19	20	21
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	Q4 SPEAKERS CONFIRMED AND EVENT PAGE CREATED	9	10	Q4 LETTERS AND SIGNAGE REQUESTS SENT TO PRINTER
13	14	15	INFORM CALL CENTER STAFF	16	17	18
20	21	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 9/29	Q4 INVITATIONS MAILED TO HOUSEHOLDS, EMAIL BLAST, SOCIAL MEDIA POSTS	23	24	25
27	28	OWNER WORKSHOP PEST CONTROL ALLIED CLEANING SERVICES 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	29	30	1	2
4	5 POST-EVENT REPORT	6	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 10/14	8	9	10
11	12	13	TENANT WORKSHOP TBD 2PM-4PM, 6PM-8PM FIC	14	15	16
18	19	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 10/27	20	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 10/29	21	22
25	26	OWNER WORKSHOP TBD 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	27	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 11/3-4	28	29
1	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 11/10	TENANT WORKSHOP TBD 2PM-4PM, 6PM-8PM FIC	3	TENANT WORKSHOP TBD 2PM-4PM, 6PM-8PM FIC	4	5
8	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 11/17	OWNER WORKSHOP TBD 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	9	10	11	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 11/18
15	16	OWNER WORKSHOP TBD 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	17	TENANT WORKSHOP TBD 2PM-4PM, 6PM-8PM FIC	18	19
22	23	24	25	26	27	28
29	30	REMINDER EMAILS AND SOCIAL MEDIA POSTS: 12/8	1	2	3	4
6	7	OWNER WORKSHOP TBD 2PM-4PM, 6PM-8PM CHA CENTRAL RM 906	8	9	10	11
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		