

# My Tasks in MarComm Projects

*Printed from Asana*

## ▼ FY 18 Planning (2)

- request schedules
  - Ann in gallery
  - Theresa in theater
  - Pat Connors in music
- Revise last year's master plan
  - update excel document
  - add all sections to Asana
  - add each project with dates to Asana

## ▼ Time Reporting (15)

complete:

- Winter commencement time reporting
- inauguration time reporting
- IPE conference time reporting
- DEV :: New Donor Thank You
- conversation with books 2017
- ALUM :: Katie Smarts 2017
- CFA :: College Fair Piece Redo
- ADMG :: Montessori Annual Brochure 2016
- ADMG :: Slate Headers
- CFW :: St Kates Bound
- CFW :: Snapchat Filters
- ADMG :: AMS conference
- ADMG :: AMS pop-up poster/tabletop
- UNIV :: Mission chairs website
- UNIV :: Myser Lecture 2016

upcoming:

## ▼ UNIV :: Commencement - December 2017 (1)

Print/other:

- set up schedule/revise

due November 30

▼

## UNIV :: Summer Session 2018 (1)

Digital:

- connect with Cindy Egness for Summer Session page updates < webpage updates -- initial due November 17

## UNIV :: WAI 2018 (1)

PM:

- plan project due January 18

## DEV :: Give to St. Kate's Day 2017 (5)

Ambassador kit:

- something < ambassador kit web page

Other:

- project planning due October 20
  - tomorrow
  - next week
  - today
- tomorrow < project planning
- next week < project planning
- today < project planning

## No project

- start