



# The 90-Day Rule

Rotary Club of Clemmons

All promotions need to be in the hands of club members at least 90 days prior to the event.

## Backdating

|                |                                |
|----------------|--------------------------------|
| 6 months       | Recruit Chairperson            |
| 5 months       | Confirm plan and budget        |
| 5 months       | Discuss plan at Board meeting  |
| <b>90 days</b> | <b>Send activity promotion</b> |
| 60 days        | Start the follow-up process    |
| 30 days        | Finalize plans                 |
| 12 days        | Confirmation of materials      |
| 7 days         | Confirm attendees              |
| 7 days         | RSVP's due                     |
| 3 days         | Reminder contacts              |
| 0 day          | EVENT                          |
| +1 week        | Receipts turned in             |
| +1 week        | Thank you notes                |
| +1 month       | Event evaluation meeting       |