

**COPE DRIVE 2010
STAFF PLANNING CALENDAR**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Lunchtime							
Afternoon - Evening							

First put any meetings, appointments, arbitrations, hearings, etc. on the calendar that have already been scheduled and can't be missed. Then start to fill in a route that takes you to your largest facilities and/or where you have the strongest member leaders to get pledges. There may be some days when you call members by phone to get them to commit and need to schedule in a pick up the next day or so at their facility. Put in as much detail as possible, ie. location, contact, which members you are going to approach.

**COPE DRIVE 2010
STAFF PLANNING CALENDAR (sample)**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	10 :00 AM Grievance meeting at Worksite A, 5657 Western, LA (ask greivant)	Arbitration 9:00 AM - 5:00 PM	9:30 AM Pick up cards from stewards called last night at Worksite B and C (facilities are near each other)	9:30 AM Worksite meeting at Worksite F, 6758 Rowena, LA with stewards re contract, ask stewards	9:00 AM Staff meeting		
Lunchtime	Contact and ask stewards at Worksite A and walk through of facility	Arbitration	11:00 AM - 1:00 PM Lunchtime tabling at Worksite B, 4500 Lake Ave., Pasadena	Walk through of Worksite F with key steward, have steward help meet members to ask			
Afternoon - Evening	2:00 PM Return calls and ask for sign up on phone if appropriate	Arbitration over by 5:00 PM Phone stewards at Worksite B and C for commitments 6:00 - 7:00 PM	2:00 PM Return calls and ask for sign up on phone if appropriate	2:00 PM Return calls and ask for sign up on phone if appropriate	1:00 PM Grievance meeting at Worksite J, 1314 Sunset Blvd., stay in Worksite J and talk to stewards and do walk through		

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