

2020 AM ANAHEIM, CA (June 7-10) - SPEC BOOK TARGET DATES

As Of: July 8, 2019

SPEC ROLL OUT/DISTRIBUTION:

Mid-End Jan	Distribute 2020 Staff Attending & On-Site Responsibilities (Jeanne)
Early Feb	MS: Distribution of Spec Instructions, Staff Spec Responsibilities & Target Dates
Early Mar	Order Binders, Tabs, Labels, etc – Order Details/Target Dates to Printer (LB/VL/RM/Printer)

SPEC DEADLINES TO MAKE BOOK:

Apr 20 (Mon) Deadline: FINAL Specs, Floor plans & Attachments Complete (10 a.m.)

SPEC BOOK COLLATION, PRINTING & MAIL DATE:

Apr 20-21	Spec Collation & Required Format for Printer (Luann - 2 days)
Apr 22 (am)	Book to Printer by morning (am) w/ tabs, binders, labels (LB/Rob)
Apr 27 (pm)	Proof from Printer (pm-Rob pick-up)
Apr 28 (am)	Proof Back to Printer (am-1 st thing))
Apr 29 (am)	FINAL Collated Binders Back from Printer (no later than 10 am)
Apr 30	Mail/Distribution Overnight (to receive by May 1) -- Facilities, Vendors and Staff (To receive 30 days out from 1st day of load-in)

SPEC CHANGES – 1 Round (3 weeks' worth – Apr 20 thru May 11):

May 11 (Mon) Deadline: Spec Changes (12 Noon)

May 13	Collation & Cover Sheet of Spec Changes (Luann-1 day)
May 13	Spec Changes to Printer (pm-by afternoon)
May 18	Proof Back from Printer (afternoon)
May 20	FINAL Collated Spec Changes Back from Printer – late AM
May 21 (Thurs)	Distribution/Mailing of Spec Changes – PS (receive no later than May 22)

ELECTRONIC UPLOAD TO DROP BOX (two uploads)

May 4-5	Organize electronic files and upload to Drop Box
May 5	1 st Upload of Original Book Complete
May 22	2 nd Upload of Spec Changes (New and Revisions) Complete

MEMORIAL DAY HOLIDAY

May 25 MEMORIAL DAY – OFFICE CLOSED

RUN DOWN OF EVENTS:

May 11	Schedule Request to CS-FS, MK-MP/SS, PC-VIP, VL-Key Areas – schedule their parts into RD
May 21-26	Input everything into Run Down
May 27	Run Down Complete to include Spec Changes - Printed (in-house copier) & Distributed

SHIPMENT:

May 26-27	All materials ready for collection in-house
May 28 (Thurs)	SHIP OUT

ANNUAL MEETING (3 weeks later than last year):

June 2	Tuesday - Staff begins leaving for Annual Meeting
JUNE 7-10	ANNUAL MEETING