

Step No.	Date	Body to Take Action	Action
4		Ex Comm	Begin Design & Production of Sales Aid -- sales binder and promotional pamphlet, including sketches of space components.
5		Coordinator	Begin Canvass of Firms -- Commodity Officers to determine, without committing Department, what firms interested in exhibiting.
6		Coordinator	Begin Sales Campaign -- (for cost sharing show only).
7		Coordinator	Confirmed List -- should list firms that have confirmed intent to participate, and show: <ul style="list-style-type: none"> a) Name and address of firm b) Name and address of agent (if any) c) Name, number, description of products for display Copies sent to: <ul style="list-style-type: none"> a) Ex Comm (2) b) E & AS Div c) TFA Div (2, one for Tr Comm)
8		E & AS Div	Draft Folder Text -- begin draft of info for folder.
9		Coordinator	Info for Folder Text -- begin to collect photos and drawings for folder.
10		Ex Comm	Begin Preliminary Design -- proposed layout
11		TFA Div	Progress Meeting of Working Committee -- to consider: <ul style="list-style-type: none"> a) Designer's layout and plans b) Suggestions of Tr Comm c) If suggested products can be accommodated d) Manning required e) If Black Books required f) Progress of trade fair folder g) Press releases required Copies of minutes to: <ul style="list-style-type: none"> a) Members of working committee b) Tr Comm concerned