**GILA WILDERNESS CELEBRATION BROADWALK TASKS 2024**

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| **TASK** | **TARGET COMPLETION DATE** | **COMPLETED****(mark** **with x)** |
| Determine retreat date and location |  |  X |
| Reserve tent knoll, pavilion, Red Barn & 7 car camp/RV |  |  X |
| Send 1st “Save the Date” email to listserv | March 30 |  X |
| Determine /contact potential speaker(s) Presents at 3 pm 1st day | March 30 |  X |
| Figure out “carrying capacity” relative to facility for max attendees | March 30 |  X |
| Obtain cost estimates for 2 evening meals | March 30 |  X |
|  Determine Registration Format including Cost (Use GOB system?) | March 30 | Use GOBW |
| Let Sally Know Carol will work w her | May 10 |  X |
| Work on Registration Details | May & June |  X |
| Initiate / open registration to the 2 broadband listservs | Wk of July 9 |  X |
| Open registration to all NM members if space is available | July 22? |  |
| Maintain waiting list if needed |  |  |
| Contact Park Service/Heart of Gila about Service Project 2nd day am | March 30 |  X |
| Come up with campfire circle/ happy hour activities or informal talks. Other activity ideas too? Do we want a brief activity/ gathering Wed. am before check-out?  | May – early June |  X |
| Determine backup activities if weather precludes some of above activities | July |  X |
| Send 2nd “Save the Date” email to listserv | May |  X |
| Send 3rd short reminder before registration incl when registration open | Jun or Jul 1 |  X |
| Send Registration message when open | July |  X |
| Draft Agenda | July |  X |
| Circle back to NPS/ HOG w participant # / options | Late July  |  |
| Determine Advocacy Topics  | Early Aug. | In progress |
| Gather material for Advocacy Topics into Notebooks | Second half Aug. |  |
| Provide number of expected guests to owners of retreat location & discuss payment, minus deposit | Aug. |  |
| Verify last details service project & communicate participants | Sept. 4- 6  |  |
| Scout hiking/ walks/ for potential centennial theme | Sept. 15 |  |
| Send last email with details (agenda, what to bring etc.) Contact #? | Sept. 4 – 6? |  |
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