Lead	Topic	Task	Start Dt	DONE Notes									
Governor	Planning	Expectations	3/1/2025	Date: 10/24-26/2025		Meeting minutes							
Governor	Planning	ID Chair, Committee	3/1/2025	Diverse group									
Governor	` Planning	Finalize Theme	3/1/2025	Better Together		Embassy Sites - Boston Logan Airport							
Governor	` Planning	Finaize Hotel details	3/1/2025	Docs signed?		Measureable Goals:							
Governor	` Planning	Establish Budget	5/1/2025	Registration cost		~~50-75 attendees and enough sponsor \$ to ensure we do not run a deficit							
Governor	` Planning	Sponsors	5/1/2025	Solicit - online form		~~ Attendees will feel "stronger together" for leading w strength, positivity, resilience ~~Attendees will leave energized about ideas on moving their clubs foward on membership, leadership and advocacy efforts that are news worthy ~~Perception by Vivienne Shen that we are							
Conf. Chair	` Planning	Confirm Keynote	5/1/2025	Lisa Blair, Climate									
Conf. Chair	` Planning	Confirm Keynote	5/1/2025	Sherri Simmons									
Conf. Chair	` Planning	Confirm Speaker	5/1/2025	Deb Shannon									
Conf. Chair	` Planning	Confirm Speaker	5/1/2025										
Governor	` Planning	Service Project	5/1/2025	Project and leader									
Governor	` Planning	Dignatary Welcome	5/1/2025	10/25 Michelle Wu		vibrant and growing							
Lt. Governor	` Planning	Advocacy 16 Days	5/1/2025			3/7/53							
Lt. Governor	` Planning	Membership	5/1/2025	Keryn Kriegl-Roberts		Vivienne Shen							
Conf. Chair	` Planning	Music and Flags	5/1/2025	USA+Taiwan		Director, Zonta Club of Hsin Chu,							
Governor	` Planning	Refund policy	5/1/2025	deadlines/details		Taiwan, District 31							
Conf. Chair	` Planning	Menu decisions	5/1/2025	Sat Banquet		Talwan, Diotiot of							
Conf. Chair	` Planning	ZI Director Viv	5/1/2025	Room, liaizon, etc.									
Conf. Chair	` Planning	Meeting/Banquet	5/1/2025	Rooms, set up, equip									
Conf. Chair	` Planning	Sat entertainment	5/1/2025			NOTES Embassy Suites at Logan							
Governor	` Planning	Photographer	5/1/2025			Embassy Suites at Logan Free shuttle to and from airport; \$30/day parking							
Governor	` Planning	Nom. Committee	5/1/2025	Confirm needs		25 Suites @ \$279 + tax = \$325 (2 Queen beds and							
Governor	` Planning	ZIF Ambassador	5/1/2025	Confirm needs		pull-out bed) with breakfast included - 50 people							
Mkting	Save Date		5/1/2025			\$8000 fee guaranteed will include food, room rental,							
						equipment for the 3 days (Friday night, all day							
Mkting	Call to `	ZI Memb List '26	-			Saturday, 1/2 day Sunday) PerPerson if 75 attendees: \$126							
Da wiatuatia u	Call to `	Mailing to all D1											
Registration		members, guests	5/15/2025	Email - 60 day rule		https://www.bonfire.com/ ONLINE MERCHANDISE							
Mkting	Call to `	CALL TO CONF	5/15/2025	Gov. message, agenda	, hotel detail	TILLIPS://WWW.DOTTITIE.COTT/ ONLINE WERCHANDISE							
Mkting	Call to `	Registration Form	5/15/2025	Conf fee, guest info, re	eturn info								
D1 Treasurer		District Budget	5/15/2025										
D1 Nominatio	Call to `	Candidates '26-'28	5/15/2025	Bios and pictures									
Governor	Call to `	ZD1 Bylaws (2025)	5/15/2025	Amendments?									
Governor	Call to `	ZI Resolutions	5/15/2025										

	Call to `	ZD1 Rules of		
Parlimentariar		Procedure	5/15/2025	Updates on clubs, meetings, dues?
D1 Secretary	Call to `	Credential info	5/15/2025	Delegate, Proxy
Silent Auction	Call to `	Silent Auction	5/15/2025	Determine Person/Club responsible for each.
Zonta Store	Call to `	Store. Auction	5/15/2025	Combined form. Collected by Mary Knight and
Memorial	Call to `	Memorial form	5/15/2025	forwarded to Chairmen
Entertainment	Call to `	pre/post conf.	5/15/2025	Tours: restaurants, museums, shopping
				Anything for Guests??
Mkting	Program	Finalize & Print		
Mkting	Program	Cover with logo	8/1/2025	
Governor	Program	Governor letter	8/1/2025	
	Program	PresSalla		
Intl President		Tuominen	8/1/2025	Letter and Photo
Intl Rep	Program	Intl Rep Viv letter	8/1/2025	Letter and Photo
	Program		8/1/2025	Bio and Photo
	Program			
Conf. Chair		Keynote Speaker 1	8/1/2025	Bio and Photo
	Program			
Conf. Chair		Keynote Speaker 2	8/1/2025	Bio and Photo
	Program	Other Speaker 1	8/1/2025	Bio and Photo
	Program	Other Speaker 2	8/1/2025	Bio and Photo
Mkting	Program	National Anthems	8/1/2025	
	Program	List of Past District		
Mkting		Governors	8/1/2025	
	Program	District Board/ Area		
Mkting		Directors	8/1/2025	
	Program	Zonta Blessing,		
Mkting		Code, Collect	8/1/2025	
	Program	Standing Rules		
Mkting		REMOVE	8/1/2025	
	Program	District Chairmen	8/1/2025	
	Program			
		District Club		
Mkting		Presidents/ by Area	8/1/2025	
	Program			
Mkting		Credentials Report	8/1/2025	

Program	Agenda Friday	8/1/2025										
Program	Agenda Saturday	8/1/2025										
Program	Agenda Sunday	8/1/2025										
Program	` Committee	8/1/2025										
Program	Workshop Details	8/1/2025	Get write up from workshop leaders									
	Form, instructions	8/1/2025	Online or in person?									
	Tally, report	8/1/2025										
` Bag/Swag		4/1/2025										
Registration	Attendee List											
Registration	Name tags	5/1/2025										
Registration	Credentials	8/1/2025										
Business Me	Script	8/1/2025										
Details	Décor, favor	5/1/2025										
Entertainment		5/1/2025	Space, equipment needs									
Silent Auction Silent Auction		10/2/2025	Include description, initial bid, increments, who gets donation									
Zonta Store		10/2/2025	Secure space. Extra tables - just in case									
Memorial	Program	8/2/2025	Design and print program - plan service									
Hospitality Ro	oom	8/1/2025	Room? Donations									
Evaluation Form												
	Program Program Program Program Program Program Program Program  **Bag/Swag Registration Registration Registration Business Me  Details Entertainment Silent Auctic Zonta Store Memorial  Hospitality Ro	Program Agenda Saturday Program Agenda Sunday Program Committee Program Workshop Details  Form, instructions Tally, report  *Bag/Swag Registration Attendee List Registration Name tags Registration Credentials Business Me Script  Details Décor, favor Entertainment Silent Auction Zonta Store Memorial Program  Hospitality Room	Program         Agenda Saturday         8/1/2025           Program         Agenda Sunday         8/1/2025           Program         Committee         8/1/2025           Program         Workshop Details         8/1/2025           Program         Workshop Details         8/1/2025           Form, instructions         8/1/2025           Tally, report         8/1/2025           Registration         Attendee List           Registration         Name tags         5/1/2025           Registration         Credentials         8/1/2025           Business Me Script         8/1/2025           Entertainment         5/1/2025           Silent Auction         10/2/2025           Zonta Store         10/2/2025           Memorial         Program         8/2/2025           Hospitality Room         8/1/2025	Program Agenda Saturday 8/1/2025 Program Agenda Sunday 8/1/2025 Program Committee 8/1/2025 Program Workshop Details 8/1/2025 Get write up from works Form, instructions 8/1/2025 Online or in person? Tally, report 8/1/2025  **Registration Attendee List Registration Name tags 5/1/2025 Registration Credentials 8/1/2025  **Business Me** Script Silent Auction Silent Auction 10/2/2025 Space, equipment need 10/2/2025 Secure space. Extra tal 10/2/2025 Memorial Program 8/2/2025 Pesign and print program Hospitality Room Room? Donations	Program Agenda Saturday 8/1/2025 Program Agenda Sunday 8/1/2025 Program Committee 8/1/2025 Program Workshop Details 8/1/2025 Get write up from workshop Form, instructions 8/1/2025 Online or in person? Tally, report 8/1/2025  **Registration Attendee List Registration Name tags 5/1/2025 Registration Credentials 8/1/2025  **Business Me** Script 8/1/2025  **Details Décor, favor 5/1/2025 Entertainment 5/1/2025 Space, equipment needs Silent Auction 10/2/2025 Secure space. Extra tables Memorial Program 8/2/2025 Hospitality Room 8/1/2025 Reom? Donations	Program Agenda Saturday 8/1/2025 Program Agenda Sunday 8/1/2025 Program Committee 8/1/2025 Program Workshop Details 8/1/2025 Program Workshop Details 8/1/2025 Form, instructions 8/1/2025 Tally, report 8/1/2025  **Bag/Swag 4/1/2025 Registration Attendee List Registration Credentials 8/1/2025  **Business Me Script 8/1/2025  **Details Décor, favor 5/1/2025 Entertainment 5/1/2025 Space, equipment needs  **Silent Auction 10/2/2025 Secure space. Extra tables - just in Memorial Program 8/2/2025  **Room? Donations	Program Agenda Saturday 8/1/2025 Program Agenda Sunday 8/1/2025 Program Committee 8/1/2025 Program Workshop Details 8/1/2025 Program Workshop Details 8/1/2025 Form, instructions 8/1/2025 Tally, report 8/1/2025 Tally, report 8/1/2025 Registration Attendee List Registration Name tags 5/1/2025 Registration Credentials 8/1/2025 Business Me Script 8/1/2025 Details Décor, favor 5/1/2025 Entertainment 5/1/2025 Space, equipment needs Silent Auction 10/2/2025 Total Store 10/2/2025 Secure space. Extra tables - just in case Memorial Program 8/1/2025 Reom? Donations	Program Agenda Saturday 8/1/2025 Program Agenda Sunday 8/1/2025 Program Committee 8/1/2025 Program Workshop Details 8/1/2025 Program Workshop Details 8/1/2025  Form, instructions 8/1/2025  Tally, report 8/1/2025  **Bag/Swag 4/1/2025  **Registration Attendee List Registration Name tags 5/1/2025  **Business Me Script 8/1/2025  **Details Décor, favor 5/1/2025  Entertainment 5/1/2025  Space, equipment needs  **Silent Auction 10/2/2025  **Space, equipment needs 1	Program Agenda Saturday 8/1/2025 Program Agenda Sunday 8/1/2025 Program Committee 8/1/2025 Program Workshop Details 8/1/2025 Program Workshop Details 8/1/2025  Form, instructions 8/1/2025  Form, instructions 8/1/2025  Tally, report 8/1/2025  Registration Attendee List Registration Name tags 5/1/2025 Registration Credentials 8/1/2025  Business Me Script 8/1/2025  Details Décor, favor 5/1/2025 Entertainment 5/1/2025 Space, equipment needs Silent Auction 10/2/2025 Include description, initial bid, increments, who gets donation Zonta Store 10/2/2025 Reom? Donations  Room? Donations	Program         Agenda Saturday         8/1/2025           Program         Agenda Sunday         8/1/2025           Program         Committee         8/1/2025           Program         Workshop Details         8/1/2025           Form, instructions         8/1/2025         Online or in person?           Tally, report         8/1/2025           **Bag/Swag         4/1/2025           **Registration         Attendee List           **Registration         Name tags         5/1/2025           **Registration         Credentials         8/1/2025           **Business Me         Script         8/1/2025           **Details         Décor, favor         5/1/2025           **Entertainment         5/1/2025         Space, equipment needs           **Silent Auction         10/2/2025         Include description, initial bid, increments, who gets donation           **Zonta Store         10/2/2025         Secure space. Extra tables - just in case           **Memorial         Program         8/2/2025         Design and print program - plan service           **Hospitality Room         8/1/2025         Room? Donations	Program         Agenda Saturday         8/1/2025           Program         Agenda Sunday         8/1/2025           Program         Committee         8/1/2025           Program         Workshop Details         8/1/2025           Get write up from workshop leaders           Form, instructions         8/1/2025           Tally, report         8/1/2025           Nality report         8/1/2025           Registration         Attendee List           Registration         Name tags           S/1/2025         Secure space           Business Me         Script           Betails         Décor, favor           S/1/2025         Space, equipment needs           Entertainment         5/1/2025           Secure space. Extra tables - just in case           Memorial         Program           8/2/2025         Room? Donations	Program         Agenda Saturday         8/1/2025           Program         Agenda Sunday         8/1/2025           Program         Committee         8/1/2025           Program         Workshop Details         8/1/2025           Get write up from workshop leaders         9/1/2025           Form, instructions         8/1/2025           Tally, report         8/1/2025           Registration Attendee List         9/1/2025           Registration Name tags         5/1/2025           Registration Credentials         8/1/2025           Business Me Script         8/1/2025           Details         Décor, favor         5/1/2025           Entertainment         5/1/2025           Silent Auction         10/2/2025           Zonta Store         10/2/2025           Memorial         Program         8/2/2025           Pesign and print program - plan service           Hospitality Room         8/1/2025