

Due dates and actions by timing:

Sanction Requests (not listed in Starting Point)	60-90 days
Event basics on AVA website	Basic details for event sanction-- Part 1
Event Insurance (Additional Insured)	60 days Minimum before
Event Brochure	60 days before event
Event full details on AVA website	ASAP after event sanction-- Part 2
TAW Classified Advertisements	Nine weeks prior to month of distribution
TAW Articles and Display Advertisements Not camera ready	Eight weeks prior to month of distribution
TAW Articles and Display Advertisements Camera ready	Six weeks prior to month of distribution
IVV Certification Stamp return	10 days after event
New Walkers Coupons turned in	10 days after event
After Action/Event Participation Report	10 days after event