

	JOB	TASK	RPK LEAD	FACVB POC	STATUS/DUE DATE/PUB DEADLINE
	CMCA Newsletter Ad	Ad size is 3.75 x 5. Send ads in PDF format to Jayne@Christianmeeting.org	Rachel	Myron/Melody/John	Complete. RPK sent to publication 3/1.
FYV-570	NAACP Program Ad	1/4 page - 3 x 4.75. Send artwork to cevans558@gmail.com	Rachel	Myron/Melody/John	Complete. RPK sent to publication 2/15.
FYV-621e	Connect Sports	Full Page Ad. 9.25 x 11 (w/bleed), 8.5 x 10.25 w/out bleed Contact at pub Jim Hampton - jhampton@connect Meetings.com	Rachel/Janine	Stephanie /John /Myron /Melody	Due to publication 3/20/2019. RPK sent new proof to CVB 3/4. CVB approved. RPK to create mechanical and send to publication.
	Connect Sports	3-page Fact Sheet. Details still to come Contact at pub Jim Hampton - jhampton@connect Meetings.com	Rachel/Janine	Stephanie /John /Myron /Melody	Complete.
FYV-624c	Group Tour Magazine - Full Page Ad	Live area = 7.25" x 9.75" trim = 8.375" x 10.75" bleed = add a minimum 1/8" beyond trim. Upload instructions got to printads@grouptour.com. Contact at the pub is Alan Lininger Alaan@grouptour.com.	Rachel/Janine	John /Angie /Melody	Due to publication 3/15/2019. CVB approved proof. RPK to send artwork to publication.
FYV-624d	Group Tour Media - Banner Ad	Spotlight Emagazine. Leaderbord. 728 x 90. Send to webcontent@grouptour.com. Pub Contact: Alan Lininger Alaan@grouptour.com	Rachel/Janine	John /Angie /Melody	Due to publication 3/7/2019. RPK sent proof to CVB 2/28. CVB approved. RPK to send mechanical files to publication 3/8.
	Sports Event Magazine	Facebook post. up to 45 words, links and pics Contact for pub: seckman@coveypubs.com	N/A	Myron/Stephanie/John	3/22/2019
	Group Tour Magazine	Sponsorship Digital Magazine. Full Page Ad. Live area = 7.25" x 9.75" trim = 8.375" x 10.75" bleed = add a minimum 1/8" beyond trim. Send to webcontent@grouptour.com. Pub Contact: Alan Lininger Alaan@grouptour.com	Rachel/Janine	John /Angie /Melody	3/28/2019. RPK and CVB discussed using same full page ad from print issue for this placement. RPK will confirm with publication when print ad is sent.
	Group Tour Media	Sponsorship Digital Magazine. Leaderboard. 728-90 Send to webcontent@grouptour.com. Pub Contact: Alan Lininger Alaan@grouptour.com	Rachel/Janine	John /Angie /Melody	3/28/2019. RPK and CVB discussed using same banner ad that was created for e-magazine issue. RPK to confirm with publication when mechanical files are sent.
	Sports Destination Management	April 17 epromo. Featured Destination. 750 word description about Fayetteville, One high resolution images that is 600 x 340, plus two additional images Contact at the Pub: Kate Brandino kbrandino@duenorthmedia.com	Rachel/Janine	Stephanie /John /Myron /Melody	4/3/2019
	Sports Destination Management	May 29 epromo. 120 x600 Skyscraper. 120 x 600, 300 DPI High Res Contact at the Pub: Kate Brandino kbrandino@duenorthmedia.com	Rachel/Janine	Stephanie /John /Myron /Melody	5/15/2019
	Sports Events	Leaderboard Banner. 728 x 90 pixels, GIF or JPG, save for web RGB, Max file size 50 KB Contact at pub seckman@coveypubs.com	Rachel/Janine	Stephanie /John /Myron /Melody	5/17/2019
* for all ad results, input any # of inquiries, leads or bookings					

MICROSITES

	JOB	TASK	RPK LEAD	FACVB POC	STATUS/DUE DATE/PUB DEADLINE
FYV-595p	Southern Fried Poetry Slam	Create Microsite.	Rachel	Angie	RPK sent link to CVB 3/7. CVB to review and provide feedback/approval.
FYV-595p	CFBG Kentucky Derby	Create Microsite.	Rachel	Angie	Angie to send event details to RPK. RPK to send link to Angie 3/25.
FYV-595o	AsONE Prayer Walk	Create Microsite.	Rachel	Angie	Complete.
FYV-595l	Big South Baseball #2	Create Microsite. Clone previous and update hotel info.	Rachel	Angie	Complete.
FYV-595n	CFBG Mardi Gras	Create Microsite.	Rachel	Angie	Complete.
WEB MAINTENANCE					
FYV-607	ScoutLook App	New ScoutLook app.	Rachel/Janine	John	ANDROID VERSION APPROVED AND LIVE 3/8/19. Apple version expected to be live week of 3/11.
FYV-607b	ScoutLook App Launch Campaign	Launch plan outlining marketing and PR initiatives to promote ScoutLook.	Rachel/Janine	John	RPK presented launch plan 11/30. FACVB to provide feedback.
SALES SUPPORT					
FYV-609	Sales Cycle/Lead Nurturing Program Implementation		Rachel/Janine	Myron/John/Martin	TBD.
FYV-610	Department Sales Collateral - Meetings	In progress. April (CMCA) next trade show.	Rachel/Janine	Myron/John	RPK met with Myron to discuss objectives and ideas for new collateral. Myron sent information to Rachel 2/13. RPK to review details and develop concept/direction for new collateral.
FYV-611	Digital Sales Kit - 4 Segments		Rachel/Janine	Rachel/Dwayne	TBD.
FYV-434D	Sports Guide - Digital Version	Create digital version of printed sports guide.	Rachel	Stephanie	RPK and Stephanie discussed reformatting and consolidating guide for digital version 3/6. Stephanie to send edits.
FYV-556e	Digital Marketing/Retargeting Campaigns (x5)	Campaign #1 - Mechanical files sent 10/18. Campaign #2 - Brotherhood, Romance, Harmony - Complete Campaign #3 - Around Travel Show (March)	Rachel/Janine	John/Martin	RPK sent mechanical files for Philly show 3/4. RPK to send proofs for DC show 3/8.
FYV-100	Video Content for FTCC/Bragg	Raw footage from attraction videos for FTCC in .mov format.	Rachel	Melody/John	FTCC contact to provide details on which videos they would like footage from.
BRAND DEVELOPMENT					
COLLATERAL					

	JOB	TASK	RPK LEAD	FACVB POC	STATUS/DUE DATE/PUB DEADLINE
FYV-574	Hope Mills Visitor Guide	In progress. This version will include placeholders for each map. The cartography will take 4 weeks total. The final review with map placement will be October 4, 2018. Agency to create an estimate for cartography and send it to the client. The final print schedule is planned - files should be sent to the printer on 10/25. Agency to review guide with Angie on 8/24. AB to provide feedback by 9/27. **9/28: Can we hang tight on this.... it's not on hold just have a few other things on my plate with a bit more priority. John and I discussed yesterday, as long as we get this project done by June 2019, we are good.	Rachel/Janine	John /Angie	RPK sent final proof to CVB 2/20. CVB to review and approve. RPK sent estimate to CVB 2/28. CVB approved estimate for 15k quantity. CVB sent details for storage facility. RPK updated production timeline in Redbooth.
FYV-496e	Trail PDF's	Series 1: Complete Series 2: Complete. Series 3: Complete. Series 4: Complete. Series 5: Remaining Trails	Rachel/Janine	Angie	RPK sent copy decks for remaining trails. CVB to review and provide approved copy decks.
FYV-614	2019 Hometown Hops Promotion	Materials include printed passports (2000 qty), large poster (12 qty), small poster (50 qty), microsite, PDF for microsite, banner ad, Weekender ad.	Rachel	Angie	Doing microsite and small poster PDF only.

PUBLIC RELATIONS

ALL ITEMS BELOW HAVE BEEN COMPLETED

FYV-621c	Leisure Group Travel - Full Page Ad	Full Page, Bleed 8.75 x 10.75, Full Page, Non-Bleed 7.325 x 9.325 (specs). Upload Instructions Annie@ptmgroups.com/ Dropbox if needed. Contact at Publication: Cheryl Rash cheryl@ptmgroups.com	Rachel/Janine	John/Angie/Melody	Complete. RPK sent to publication 2/28.
FYV-470u	Weekender Blog Ad - Feb 22	10.42 x 10.50. Repurposing last year's 1/4 page 'runner' ad for Feb 22 full page placement.	Rachel	Jenny/Angie/Melody/John	Complete. RPK sent to publication 2/15.
FYV-470t	Pro-CVB Weekender Ad	10.42 x 10.5. Updated version of last year's Pro-CVB ad.	Rachel	Angie/Melody/John	Complete. RPK sent to publication 2/15.
FYV-570	NAACP Program Ad	1/4 page - 3 x 4.75. Send artwork to cevans558@gmail.com	Rachel	Myron/Melody/John	Complete. RPK sent to publication 2/15.
FYV-615c	E-Newsletter Template (Communications)	Custom FACVB e-newsletter template. ESP is Higher Logic. Style to match Hometown Huddle (sports) template.	Rachel/Janine	Melody	Complete.
FYV-589A	Brand Guide	Updated brand guide to be used and distributed digitally.	Rachel/Janine	John	Complete.
FYV-619a	Group Tour Ad Campaign	New ad campaign focusing on group tours.	Rachel	Angie/John	Complete.
	Success By Association Banner Ad	Specs?	Rachel	Myron/Melody/John	RPK recommended pickup. FACVB confirmed. Complete.
FYV-595m	Champions in Motion (Feb Event)	Create Microsite.	Rachel	Angie	Complete. RPK sent link to CVB 1/18.
FYV-595i	Champions in Motion	Create Microsite.	Rachel	Angie	Complete. RPK sent link to CVB 11/26. FACVB unpublished microsite and will republish after Feb event.
FYV-623	Weekender Blog Ad - January 2019	Late January Issue. Black history month. FSU Mural.	Rachel	Jenny/John	Due to publication 1/21. Complete. RPK sent to publication 1/16.
FYV-620a	Compass Media - Print Ad	Family Travel Feb 2019. 2/3 Page Ad - 4.5" x 9.5". Resizing "bubbles" full page ad for this placement.	Rachel/Janine	Angie/Jessica/Melody	Due to 2/1/2019 - Complete. RPK sent to publication 1/14.
FYV-620b	Compass Media - Banner Ads	Family Travel Feb 2019. Digital Added Value. Using "Summer themed" banner ads from last retargeting campaign.	Rachel/Janine	Angie/Jessica/Melody	Due to 2/1/2019 - Complete. RPK sent to publication 1/14.
FYV-623a	MLK Celebration Program Ad	Full page. Needs to fit 8.5 x 11 page.	Rachel	Myron/Melody/John	Due to publication 1/11/19. Complete. RPK sent to contact 1/11.
FYV-603	Go Fayetteville Blog Header Images	Images for blog post headers that match attraction video themes.	Rachel	Jenny	RPK sent revised header images to FACVB. Complete.

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FYV-595h	Andy Warhol Exhibit Microsite	Create Microsite.	Rachel	Angie	Complete. RPK sent link to FACVB 12/17.
FYV-595k	Cape Fear Botanical Garden (Holiday Lights)	Create Microsite.	Rachel	Angie	Complete. RPK sent link to CVB 11/29. RPK to create additional microsite for ongoing events
FYV-595l	Big South Baseball Microsite	Create Microsite.	Rachel	Angie	Complete. RPK sent link to CVB 11/26.
FYV-595j	Christian Cheerleaders	Create Microsite.	Rachel	Angie	Complete. RPK sent link to CVB 11/26.
FYV-621c	Group Tour Media	Emarketing Itinerary - Feb. Itinerary. CVB to provide itineary to GTM. Send to webcontent@grouptour.com. Pub Contact: Alan Lininger Alaam@grouptour.com	Rachel/Janine	Angie/Jessica/Melody	1/1/2019 - Complete.
FYV-568d	Sports Events Magazine	April issue. 1/2 page ad. 4-5/8 x 7-3/8 Pub contact seckman@coveypubs.com. Resize new sports ad.	Rachel/Janine	Stephanie /John /Myron /Melody	1/1/2019 - Complete. RPK sent artwork to publication 1/2/19.
FYV-608a	VisitNC Travel Guide - Digital	Attraction video compilation	Rachel/Janine	John /Angie /Melody	11/17/2018 - Complete. RPK sent video link to publication.
FYV-608a	VisitNC Travel Guide - Large Pop Up	Text: maximum of 525 characters, including spaces Graphic: jpg or tiff format with minimum dimensions of 600x800 px.	Rachel/Janine	John /Angie /Melody	11/30/2018 - Complete. RPK sent to publication.
FYV-622	Carolina Playbook	Annual pub, full page ad. 7 1/2 x 10 inches deep. Bleed pages are 8.75 x 11.25. Send materials to contact: Sam Rogers <scrpub@aol.com>	Rachel/Janine	Stephanie /John /Myron /Melody	12/15/2018 - Complete. Sent full page ad and listings page to publication.
FYV-623	Weekender Blog Ad - Dec 23	Blog post to focus on alternative fitness venues, spas, etc. Jenny mentioned using Airborne Aerials photo.	Rachel/Janine	Jenny /John	12/17/2018 - Complete. Sent to publication.
FYV-568g	Sports Destination Management	January 9 Epromo. 120 x600 Skyscraper. 120 x 600, 300 DPI High Res Contact at Pub: kbrandino@duenorthmedia.com	Rachel/Janine	Stephanie /John /Myron /Melody	12/20/2018 - Complete. Sent to publication.
FYV-564e	Group Tour Magazine - Full Page Ad	Live area = 7.25" x 9.75" trim = 8.375" x 10.75" bleed = add a minimum 1/8" beyond trim. Upload instructions got to printads@grouptour.com. Contact at the pub is Alan Lininger Alaam@grouptour.com.	Rachel/Janine	John /Angie /Melody	12/21/2018 - Complete. Pick-up previous ad.
	Group Tour Magazine - NC Tour Guide	Annual pub. 300 words, 1-3 photos.	Rachel/Janine	John /Angie /Melody	12/21/2018 - Complete. Pick-up previous ad.
FYV-624	Sports Events - Leaderboard Banner Ad	Leaderboard Banner. 728 x 90 pixels, GIF or JPG, save for web RGB, Max file size 50 KB Contact at pub seckman@coveypubs.com	Rachel/Janine	Stephanie /John /Myron /Melody	12/21/2018 - Complete. Sent to publication.
FYV-612a	Leisure Group Travel - Full Page Ad	Full Page, Bleed 8.75 x 10.75, Full Page, Non-Bleed 7.325 x 9.325 (specs). Upload Instructions Annie@ptmgroups.com/ Dropbox if needed. Contact at Publication: Cheryl Rash cheryl@ptmgroups.com	Rachel/Janine	John /Angie /Melody	12/22/2018 - Complete. Pick-up previous ad.
FYV-615a	E-Blast Template (Sports)	Custom FACVB Sports e-blast template. ESP is Higher Logic. First one to go out in November.	Rachel/Janine	Stephanie	Complete.
FYV-615b	E-Newsletter Template (Sports)	Custom FACVB Sports e-newsletter and e-blast template. ESP is Higher Logic. First one to go out in November.	Rachel/Janine	Stephanie	Complete. FACVB to change NFL link in footer to NBA. Then change to MLB in April.
FYV-543d	Convert Group Tour Cards - Digital PDFs	Convert printed group tour collateral to digital PDFs.	Rachel/Janine	Angie	Complete. RPK sent PDFs to client 12/5.
FYV-593a	Family Reunion Worksheets - Timeline	Update design of Family Reunion Timeline PDF to match style of new itinerary collateral.	Rachel/Janine	Angie	Complete. RPK sent updated PDF to CVB 11/29.
FYV-618	2018 FACVB Christmas Cards	Updated Christmas cards.	Rachel/Janine	Melody	Complete. Cards delivered to FACVB 11/15. Agency sent digital version of card to CVB 11/21.
	Heroes Homecoming	Distributed Oct 18th	Melinda		Complete
	Missing Man Table	Currently pitching/following up.	Melinda		Complete. Up & Coming Weekly and FO both covered. John has interview scheduled w Goldy on 9/6
	Speaker Series Release	Will have draft to client week of 15th for distribution the following week	Melinda		Complete
FYV-584b	HH Website Updates	Updates and edits to heroeshomecoming.com. Agency added link to CVB military events calendar. Agency added speaker bios/headshots to site. Agency updated Hope Mills events.	Rachel	Angie	Complete.
FYV-584j	HH6 Weekender Ad Speaker Series	Ad promoting speaker series in the Fayetteville Observer.	Rachel/Janine	Angie	Version 1 - Complete. Sent to pub 10/15. Version 2 - Complete. Sent to pub 10/31.
FYV-584f	HH6 Speaker Series Collateral	Collateral booklet including all bios of organizations involved. Client sent details for booklet 10/31.	Rachel/Janine	Angie	Complete. Booklets delivered to RPK 11/8. RPK to bring booklets for event 11/10.

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FYV-584g	HH6 Missing Man Table Tent Cards	Updated table tent cards. #200.	Rachel/Janine	Angie	Complete. Table tents delivered to CVB 10/15.
FYV-584h	HH6 Missing Man Table Handout	Updated instructional handout for Missing Man Table.	Rachel/Janine	Angie	Complete. Client to print in-house.
FYV-584i	HH6 Parade Thank You Signs	HH6 parade signs - #2500.	Rachel/Janine	Angie	Complete. Artwork sent to Fayetteville Observer 11/1.
	Oct Events in Fayetteville	Melinda will formulate Jenny's blog into a pitch - Sent Oct 18th	Melinda		Complete
FYV-509	Methodist Youth Pilgrimage	Microsite was sent to client on 10/3/18. Complete	Rachel	Angie/Myron/Sarah	DONE; Recieved on Monday 10/1/2018. AB sent to Sarah and Myron to send to client for inclusion on their event site.
FYV-617a	Connect Faith - E-Newsletter/Advertorial	Creative, 500 words max, & URL Send to client 10/19. Sent to Pub 10/22.	Rachel/Janine	John/Myron	Complete - Sent to pub 10/22
FYV-617c	Connect Faith - Social Post	CVB Social Handles for all platforms, 3 high-res images, copy not to exceed 107 characters, and URLs Send to client 10/19. Sent to Pub 10/22.	Rachel/Janine	John/Myron	Complete - Sent to pub 10/22
FYV-617b	Connect Faith - Digital Package	Medium banner ad. JPG, PNG, GIF, SWF, Doubleclick Tag, 300 x 250 online/mobile; 228 x 190 px tablet, 45KB Send to client 10/19. Sent to Pub 10/22.	Rachel/Janine	John/Myron	Complete - Sent to pub 10/22
FYV-470o	Weekender Blog Ad	(First Draft to CVB June 21; Due to Pub on Tuesday June 26)	Jason		COMPLETE
FYV-568F	Sports Planning Guide - Full Page	Bleed: 9 x 11.125; Non-Bleed: 7.5 x 9.625. NC Playbook (out in Sept). Eric Moore eric@ptmggroups.com & adtraffic@ptmggroups.com	Jessica		COMPLETE 8/07/2018
Video Promotion send by Stephanie	Sports Planning Guide - Video Promotion	Stephanie sent two video promotions to the publication. FYV/RPK to reach out to the pub and see if we can add one of the American Groupies campaign videos. SD at this time we can only use the two video's. Can change out video's when we like at a difference time. Will update RPK when we want this done. 8/18/17	Stephanie/John/Myron		COMPLETE 07/18/18
Microsite	Fay EDC	all info sent;	Rachel		COMPLETE
Microsite	IMFF	all info sent;	Rachel		COMPLETE
Microsite	WIDU	waiting on POC to get back with us on hotel needs;	Rachel		COMPLETE
Group Tour.co	Group Tour Magazine	August - fill page ad : Live area = 7.25" x 9.75" trim = 8.375" x 10.75" bleed = add a minimum 1/8" beyond trim. Upload instructions got to printads@grouptour.com. Contact at the pub is Alan Lininger Alaan@grouptour.com.	Jessica		COMPLETE
Leisure Group	Global LeaderBoard Banner - August	728x90 + URL. Upload instructions: Annie@ptmggroups.com/ Dropbox if needed. Contact at pub: Cheryl Rash cheryl@ptmggroups.com	Jessica		COMPLETE 7/1/18
Leisure Group	Component #1	Full Page Ad: Full Page, Bleed 8.75 x 10.75 Full Page, Non-Bleed 7.325 x 9.325(specs)	Jessica		COMPLETE 7/1/18
Leisure Group	Component #2	High Resolution Logo. Upload Instructions Annie@ptmggroups.com/ Dropbox if needed. Contact at Publication: Cheryl Rash cheryl@ptmggroups.com	Jessica		COMPLETE 7/1/18
Leisure Group	Component #3	4-5 High Resolution Photos. Upload Instructions Annie@ptmggroups.com/ Dropbox if needed. Contact at Publication: Cheryl Rash cheryl@ptmggroups.com	Jessica		COMPLETE 7/1/18
Leisure Group	Component #4	728X90 Banner. Upload Instructions Annie@ptmggroups.com/ Dropbox if needed. Contact at Publication: Cheryl Rash cheryl@ptmggroups.com	Jessica		COMPLETE 7/1/18
Group Tour M	Group Tour Magazine	Banner Ad. Skycraper. 1600 x 600. Send to webcontent@grouptour.com. pub contact: Alan Lininger Alaan@grouptour.com	Jessica		COMPLETE 06/15/18
	Compass Media	Fall Getaways. Full Page Ad are 7" x 9.625 (w x h) Send to jbalhouse@companssmedia.com			COMPLETE 06/08/18
Carolina Herit	Carolina Heritage Gude 1	5 1/4 wide by 8 1/4 inches deep. Bleed specs measure 5 1/2 by 8 1/4 Send materials to contact - Sam Rogers <scrpub@aol.com>	Jessica		COMPLETE 7/10/18

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Carolina Herit	Carolina Heritage Gude 2	4 3/4 wide by 3 3/3 inches deep. Send materials to contact - Sam Rogers <scrpub@aol.com>	Jessica		COMPLETE 7/10/18
FYV-605	Connect Association E-Newsletter/Advertorial	Image, 500 words maximum, and URL	Jessica		COMPLETE 8/14/18
FYV-605	Connect Association Social Media Post	CVB Social Handles for all platforms, 3 high-res images, copy not to exceed 107 characters, and URLs	Jessica		COMPLETE 8/14/19
FYV-605	Connect Association Banner Ad	Image file, Double-click tag, 300x250 online/mobile & 228x190px tablet, max file size 45kb	Jessica		COMPLETE 8/14/20
FYV-604	Convention South Ad	1/2 page ad. Sent to Ashleigh Osborne, Director of Sales.	Jessica		COMPLETE 8/06/18
FYV-601	Relocation Guide - Full Page Ad	Full page. 8.375 x 10.875" with .125" bleed to yield 8.625 x 11.125"; Safe	Jessica		COMPLETE 8/03/18
FYV-589b	Brand Guide - Digital	Updated Website band guide.	Jessica		COMPLETE 8/6/2018
FYV-595A	WIDU	Client approved. www.widuanniversary.com	Rachel	Angie	COMPLETE 8/20/18
FYV-514R	The Myron Ad (NAACP) *	Contact: Tressie Staten. 1/2 page ad for the NAACP banquet. JO reached out to the pub to get specs. Project in progress with the RPK creative team. Client review #1 was on 8/23. Client approved ad and the agency sent it to the publication on 8/24. Publication confirmed that they received the ad on 8/27.	Jessica	Myron /John/ Melody	COMPLETE 8/27/28
FYV-584a	Heroes Homecoming Logo	Complete	Jason	Angie	COMPLETE 6/25/18
FYV-584b	Website Edits	Complete	Rachel	Angie	COMPLETE 08/01/2018
FYV-584c	Save the Date Postcards	Complete	Rachel	Angie	COMPLETE 08/30/2018
Microsite	FSU Microsite	Angie to send informaton to plug in the booking instructions to get hotel rates	Jessica	Angie/Myron	COMPLETE 09/05/18
FYV-606	Photography - Lifestyle	https://www.dropbox.com/sh/vth6g43ucha6y1h/AACEt8TyQeRI0FSXRDxkZN8Ha?dl=0	Jessica/Mark	Melody/Jenny/John	COMPLETE 08/28/2018
FYV-592d	Airport Signage - ScoutLook Ad	Complete 9/10/18. We are waiting to get a confirmation from Clear Channel. Agency to send file for review 09/07/18 Contact Information: Clear Channel Outdoor & Airports - 210.253.5320 Juliasmith1@clearchannel.com.	Jessica	John /Angie /Melody/Jessica	COMPLETE 09/14/18
Microsite	Fayetteville Comic Con Microsite	In progress. Client Review 09/13/18. Still need hotel information.	Jessica	Angie	COMPLETE 09/12/18
Microsite	Junior League Holly Day Fair	In progress. Client Review 09/13/18.	Jessica	Angie	COMPLETE 09/12/18
FYV-592	Airport Signage	Design was complete. 9/10/18. The agency to work with Clear Chanel's preferred vendors to produce signage. Contact Information: Clear Channel Outdoor & Airports. Email: Juliasmith1@clearchannel.com.	Jessica	John /Angie /Melody/Jessica	COMPLETE 09/19/2018
FYV-608a	VisitNC Travel Guide - Full Page Ad	In progress. Agency to send file for review 09/14/18. JO to discussed with AB on 8/30 and JB on 9/6. Ad overview: FYV is looking for a vibrant visual that depicts leasure. Not military/event based. The main CTA is for users to request a visitors guide from the CVB.Non-Bleed: 7 3/8 x 10; Bleed: 8 1/8 x 10 3/4	Jessica	John /Angie /Melody	COMPLETE 09/18/2018
FYV-470p	Weekender Blog Ad	In progress. Agency to send file for review 09/17/18. JO to discussed with AB on 8/30. General Fayetteville Audience. Ad overview: Jenny writes the blog. Depending on the content. Jenny will be the best contact. For upcoming blog posts. The audience is the general Fayetteville Observer. Contact information - Kim Williams: kwilliams@fayobserver.com & Holly Hathaway : hhathaway@fayobserver.com. The back page of the weekender is a 10.42 x 10.5 inches (6x10.5) BLOG POST.	Jessica	Angie/Jenny/John	COMPLETE 09/18/2018
FYV-593B	Family Reunion Market- Website printable pdf's	In progress. Agency to deliver files for review on 09/10/18. Agency is working on re-skinning and slighly re-vamping Family Reunion itineraries/options for website (need pdf). Reconnect & Reaffirm needs to be done. Rejoice is complete. RPK opened project. In progress.	Jessica/Rachel	Angie	COMPLETE 9/18/18

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FYV-575	Attraction Videos	Attraction Videos 1-3 approved. RPK to get a quote from Mark and provide client with a quote for the 3 video compilation. Client is putting project on hold. Videos were delivered on 08/31/18. FYV to post three videos on website. https://www.dropbox.com/sh/7xvc8lo30vjf9/AACuiqcmqCjPegyvfXU8mu9Ha?dl=0	Jessica	Angie/John	COMPLETE 09/14/18
FYV-584e	HH VI T-Shirts	In progress. Design was delivered to the client on 09/12/2018. Client is responsible for vendor production.	Jessica	Angie	COMPLETE 09/12/2018
FYV-612	Leisure Group Travel - Full Page Ad	Full page bleed: 8.75 x 10.75; Non-Bleed: 7.325 x 9.325.	Jessica	John /Angie /Melody	COMPLETE 09/20/18
FYV	Sports Events - Facebook Post	Image, Links, 45 words maximum.	Jessica	Stephanie /John /Myron/Melody	COMPLETE 09/14/18
FYV-584d	HH VI Printed Events Schedule	In progress. Planned for delivery on 09/24/18 to 09/26/18	Jessica	Angie	COMPLETE 09/24/18
FYV-612	Family Travel Mid-Atlantic	Sent to client for review on 10/3. Sent to Pub 10/5.	Rachel/Janine	John /Angie /Melody	COMPLETE 10/20/18
FYV-615	Sports Destination Management - Banner	120 x 600, 300 DPI High-Res (Skyscraper) Send to client 10/18. Sent to Pub 10/20.	Rachel/Janine	Stephanie /John /Myron /Melody	Complete - Sent to pub 10/20
FYV-614	Leisure Group Travel - Full Page Ad	Bleed: 8.75 x 10.75; Non-Bleed: 7.325 x 9.325 Send to client 10/19. Sent to Pub 10/22. Picking up previous ad.	Rachel/Janine	John /Angie /Melody	Complete - Sent to pub 10/22
FYV-619	Sports Events - Facebook Post	Image, Links, 45 words maximum Send to client 10/19. Sent to Pub 10/23.	Rachel/Janine	Stephanie /John /Myron /Melody	Complete - Sent to pub 10/23
FYV-621a	Group Tour Media	E-Marketing Itinerary - Dec. Itinerary. CVB to provide itineary to GTM. Contact at pub: Alan Lininger Alaan@grouptour.com	Rachel/Janine	John /Angie /Melody	Complete - Sent to pub 11/6
FYV-621b	Group Tour Media	E-Marketing Itinerary - DEC. Leaderboard Ad. 728 x 90. Send to webcontent@grouptour.com. Pub Contact: Alan Lininger Alaan@grouptour.com	Rachel/Janine	John /Angie /Melody	Complete. Picking up previous ad.
FYV-470q	Weekender Blog Ad - Nov 23	Due to pub Thurs, Nov 15. Ad to highlight Holiday related blog post.	Rachel/Janine	Jenny /John	Complete. Due to pub 11/15
FYV-619	Up & Coming Pocket Guide	2-pages. 3x5 Contact at Pub bbowman@upandcomingweekly.com	Rachel/Janine	John	Complete. 11/10/2018. Picking up previous ad