



## Jefferson County: Programming Schedule

02.06.20

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|---|--------------|
| 1. Building Committee/Department Kick-off meetings  | Feb 6 (Thur) |
| 2. Potter Lawson distribute questionnaire.  | Feb 6-7      |
| 3. Departments complete questionnaires and submit.  | Feb 21 (Fri) |
| 4. Potter Lawson review questionnaires and develop initial program.                                     | Feb 24-28    |
| 5. Department meetings.   | Mar 2-6      |
| 6. Potter Lawson update program based on department comments.<br>- Obtain department program approvals. | Mar 9-18     |
| 7. Building Committee meeting to review program. Potential approval                                     | Mar 18-20    |
| 8. Potter Lawson modify the program based on Building Committee comments                                | Mar 23-27    |
| 9. Building Committee program approval  | Mar 27       |