## **HBK CANFIELD OFFICE ROLLOUT**

Date	Task	Responsibility
Post Open House	Individual Client Tours	CPAs
Week of September 8, 2014	Public Open House/65th Anniv. Press Conf.	Team
	3-4PM=Media, 4-6PM=Cake, Coffee for Public	
Week of August 11, 2014	Launch Open House Invite	PK, AD
Week of August 5, 2014	Public Notice of Move in Community News	
Week of July 7, 2014	Move Valuation	Team, JF
Week of July 7, 2014	Launch Press Release	PK
1-Jul-14	DB exclusive w/Vindicator @ 3PM	PK
Week of June 9, 2014	Finalize All Aspects of Move	Team, ML
Week of June 9, 2014	Training on New Phone System	IT
Week of June 2, 2014	Begin Moving Process	Team
Week of June 2, 2014	Erect Temporary Signage - Outgoing/Incoming	
Week of June 2, 2014	Launch E-Announce of Move to Clients	PK, AD
Week of May 26, 2014	Phone System Transition Begins	IT
Week of May 26, 2014	Send 2nd Client Notice w/Map	PK, AD
Week of May 26, 2014	Implement Changes in Advertising	PK, AD
Week of May 19, 2014	Secure Changes in Letterhead	JS
May 21, 2014	Townhall Meeting	Team
Week of May 12, 2014	Secure Changes in Directories	ML
Week of May 5, 2014	Secure Changes in Signage & Address Change	Team
Week of May 5, 2014	Send Hard Copy and E-blast Client Notification	PK, AD
Week of May 5, 2014	Begin Weekly Internal "Canfield Crier" Updates	PK
Week of April, 28, 2014	Notify Utilities, Post Office, Vendors	Team