

Attachment A

**Communications & Liaison
 Nationwide Tax Forums
 2009 Customer Surveys Schedule**

ACTIVITIES	DATES:					
	Las Vegas, NV	San Diego, CA	Orlando, FL	New York, NY	Dallas, TX	Atlanta, GA
Tax Forums -->	July 7-8	July 14-16	Aug 4-6	Aug 25-27	Sept 8-10	Sept 22-24
Prepare List of Attendees						
Forward to Vendor	7/20/2009	7/28/2009	8/18/2009	9/9/2009	9/22/2009	10/6/2009
Program list	7/21/2009	7/29/2009	8/19/2009	9/10/2009	9/23/2009	10/7/2009
Administer Survey & Collect/Maintain Results						
Send E-mail to respondents	7/22/2009	7/30/2009	8/20/2009	9/11/2009	9/24/2009	10/8/2009
End of data collection	8/11/2009	8/19/2009	9/10/2009	10/2/2009	10/15/2009	10/29/2009
Analyze & Report Results						
Prepare Draft Report	11/27/2009					
Review						
Consolidate comments & Forward to Vendor	12/7/2009					
Prepare Final Report	12/11/2009					