

Attachment A

National Public Liaison - Nationwide Tax Forums
Customer Surveys Schedule

ACTIVITIES	DATES:					
	Atlanta, GA	Chicago, IL	Orlando, FL	Las Vegas, NV	NY, NY	San Diego, CA
Tax Forums -->	July 1-3	July 22-24	Aug 5-7	Aug. 19-21	Aug. 26-28	Sept 9-11
Prepare List of Attendees						
Forward to Vendor	7/16/2008	8/5/2008	8/19/2008	9/3/2008	9/9/2008	9/23/2008
Program list	7/17/2008	8/6/2008	8/20/2008	9/4/2008	9/10/2008	9/24/2008
Administer Survey & Collect/Maintain Results						
Send E-mail to respondents	7/18/2008	8/7/2008	8/21/2008	9/5/2008	9/11/2008	9/25/2008
End of data collection	8/7/2008	8/27/2008	9/11/2008	9/25/2008	10/1/2008	10/15/2008
Analyze & Report Results						
Prepare Draft Report	11/12/2008					
Review						
Consolidate comments & Forward to Vendor	11/21/2008					
Prepare Final Report	11/25/2008					