



Ritz Safety 2017 Corporate Meeting

Thursday, February 16 – Saturday, February 18, 2017
Tampa Marriott Waterside
Ritz Safety Leadership: Chris Kimmet & Tom Eifrid

October						
S	M	T	W	T	F	S
30	31					1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 18-OCT-16**
Budget Solidification & Kick-Off Meeting Call with Digital Lightbridge
- 24-OCT-16**
Timeline Development & Presentation to Ritz Leadership
- 25-OCT-16**
Creative Theme Development

November						
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27	28	29	30			

- 7-NOV-16**
2017 Ritz Safety Sales Creative Theme Presentation to Leadership Team
- 14-NOV-16**
Presentation - Initial Draft of Overview Video Outline
- 18-NOV-16**
Creative Theme Presentation Approval
- 21-NOV-16**
Initial Draft of Overview Video Outline Approval
- 22-NOV-16**
First Logistics Conference Call with Marriott Waterside & Topgolf Event Planning Team
- 28-NOV-16**
Initial Promotion of Creative Theme Presentation to Ritz Safety Employees
- 30-NOV-16**
Overview Video Storyboard & Script Presentation

December						
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- 6-DEC-16**
Overview Video Storyboard & Script Presentation Feedback
- 9-DEC-16**
Overview Video Storyboard & Script Presentation - Approval
- 16-DEC-16**
Ritz Safety Team Event Status Meeting – Event Planning Logistics & Creative Theme Review – Next Steps
- 21-DEC-16**
Minutes from Event Status Meeting Distributed to Team

January						
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- 4-JAN-17**
Second Logistics Conference Call with Marriott Waterside & Topgolf Event Planning Team
- 11-JAN-17**
Presentation of Social Media Lounge Concept & Execution
- 16-JAN-17**
Beta Launch of Ritz Safety University
- 18-JAN-17**
Ritz Safety Team Event Status Meeting – Pre-Event Planning Logistics – Next Steps
- 23-JAN-17**
Presentation of Internal Event Promotion for Ritz Safety Employees
- 27-JAN-17**
Internal Event Promotion for Ritz Safety Employees - Approval

February						
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- 2-FEB-17**
Event Photography Timeline & Outline to Ritz Safety Leadership
- 3-FEB-17**
Final Logistics Conference Call Marriott Waterside & Topgolf Event Planning Team
- Ritz Safety Team Event Status Meeting – Event Checklist
- 9-FEB-17**
Final Internal Event Promotion to Ritz Safety Employees
- 13-FEB-17**
Ritz Safety Team Event Preparation Meeting
- 16-FEB-17**
Half Day Photo & Video Shoot of First General Session
- 17-FEB-17**
Full Day Photo & Video Shoot Video Presentation of First General Session & Team Building Activities
- 18-FEB-17**
Half Day Photo & Video Shoot of Event Activities & Attendees
- 22-FEB-17**
Recap to Ritz Safety Employees – Web, Social & Email

March						
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- 1-MAR-17**
Post Event Team Meeting – Review & Feedback
- 8-MAR-17**
Post Event Deliverables: Event Photography Library & Video General Session Presentation for use in Ritz Safety Social Media & Internal Employee Team Building