

First Baptist Church – North Myrtle Beach, SC
Design Coordinator
Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page#
MEETING: Design/Video/ Website/Social Media Coordinators Training	TBD				
Create Campaign Title and Logo			8/26/26	9/9/26	4
Design Production One and Send to Print			9/9/26	9/23/26	4-8
MEETING: Leadership Team Training #1	9/15/26	7:00PM			
Review Deadlines			9/15/26	9/15/26	3
Review Print Checklist			9/15/26	9/22/26	4
Contact Impact Stewardship to Begin Design Preparation			9/16/26	9/18/26	2
Review Print Samples			9/16/26	9/18/26	2
Enlist Additional Help			9/16/26	9/29/26	4
Complete Design and Print Budget Worksheet for Approval			9/22/26	9/29/26	3
Select a Printing Company			9/22/26	9/29/26	8
Design Production Two and Send to Print			9/23/26	10/7/26	4-8
MEETING: Leadership Team Training #2	10/6/26	7:00PM			
Event: Vision Sunday			10/25/26	10/25/26	
Event: Early Commitment Dinner			11/12/26	11/12/26	
Event: Commitment Day			11/22/26	11/22/26	
Event: Celebration Sunday			12/6/26	12/6/26	