

MEMO

To: SF Redistricting Task Force
From: Civic Edge Consulting
Date: January 2022
RE: Redistricting Task Force Calendar



Below serves as a calendar for internal purposes to keep the SF Redistricting Task Force team organized and on schedule.

- External public communications: As you will see, e-blasts with meeting information will be sent to the RDTF listserv 1-2 weeks in advance with materials and links, **additional reminder emails will be sent either the day before or the day of any given meeting date.**
- Internal communications: The Task Force will receive weekly digests and “look ahead” emails on Friday mornings. Please find all past materials linked here:
 - [Email blasts](#)
 - [Flyers](#)
 - [Logos](#)
 - [Branded district maps](#)
 - [Icons](#)

Calendar Key:

Regular Task Force/in-district meetings in green

Targeted district outreach emails in blue

Scheduled E-blasts in pink

Internal communications in yellow

(Weekly Digest email and bi-weekly coordination meetings)

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	<p>7</p> <p>RTF District 11 Meeting - 5:30 PM</p> <p>District 11 Meeting reminder eblast</p>	<p>8</p> <p>D7 orgs personalized emails</p> <p>All D8 and D1 phone calls</p>	<p>9</p> <p>RTF District 8 Meeting - 5:30 PM</p> <p>D4 follow up emails/phone calls</p> <p>District 8 Meeting reminder eblast</p>	<p>10</p> <p>CEC < > RDTF Biweekly Coordination Meeting</p> <p>D9 phone calls</p> <p>District 1 Meeting reminder eblast</p>	<p>11</p> <p>RTF District 1 Meeting - 3:00 PM</p> <p>Internal Weekly Email</p>	12
13	<p>14</p> <p>D2 orgs personalized emails</p>	<p>15</p> <p>D7 orgs follow up emails + phone calls</p>	<p>16</p> <p>RTF District 4 Meeting - 5:30 PM</p> <p>District 4 Meeting reminder eblast</p>	<p>17</p> <p>District 9 Meeting reminder eblast</p>	<p>18</p> <p>RTF District 9 Meeting - 3PM</p> <p>D10 orgs personalized emails/D2 phone calls</p> <p>Internal Weekly Email</p>	19
20	<p>21</p> <p>Upcoming TF Meetings reminder eblast</p> <p>D6 orgs personalized emails</p>	<p>22</p> <p>D3 orgs personalized emails</p>	<p>23</p> <p>RTF District 7 Meeting - 5:30 PM</p> <p>District 7 Meeting reminder eblast</p>	<p>24</p> <p>CEC < > RDTF Biweekly Coordination Meeting</p>	<p>25</p> <p>District 2 Meeting reminder eblast</p> <p>D10 orgs follow up emails + phone calls</p> <p>Internal Weekly Email</p>	<p>26</p> <p>RTF District 2 Meeting - 10AM</p>

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	<p>28 Upcoming TF Meetings reminder eblast</p> <p>D5 personalized emails/D6 orgs follow up emails + phone calls</p>	1	<p>2 D3 orgs follow up emails + phone calls</p>	<p>3 Mapping Meeting reminder eblast</p> <p>D8 personalized emails</p>	<p>4 RTF Mapping Meeting - 3PM</p> <p>District 10 Meeting reminder eblast</p> <p>Internal Weekly Email</p>	<p>5 RTF District 10 Meeting - 10AM</p>
6	<p>7 RTF District 6 Meeting - 5:30 PM</p> <p>D5 orgs follow up emails + phone calls</p> <p>District 6 Meeting reminder eblast</p>	<p>8 D9 personalized emails</p>	<p>9 RTF District 3 Meeting - 5:30 PM</p> <p>District 3 Meeting reminder eblast</p>	<p>10 CEC < > RDTF Biweekly Coordination Meeting</p> <p>Mapping Meeting reminder eblast</p>	<p>11 Internal Weekly Email</p> <p>D8 follow up emails + phone calls</p> <p>RTF Mapping Meeting - 3:00 PM</p>	12
13	<p>14 District 5 Meeting - 5:30 PM</p> <p>District 5 Meeting reminder eblast</p>	15	<p>16 D9 orgs follow up emails + phone calls</p>	<p>17 District 8 Meeting reminder eblast</p>	<p>18 District 8 Meeting - 3:00 PM</p> <p>Internal Weekly Email</p>	19

20	<p>21 Mapping Meeting reminder eblast</p> <p>RTF Mapping Meeting - 5:30 PM</p>	22	<p>23 District 9 Meeting - 5:30 PM</p> <p>District 9 Meeting reminder eblast</p>	<p>24 Mapping Meetings reminder eblast</p> <p>CEC < > RDTF Biweekly Coordination Meeting</p>	<p>25 RTF Mapping Meeting - 3:00 PM</p> <p>Internal Weekly Email</p>	<p>26 RTF Mapping Meeting - 10:00 AM</p>
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April 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	<p>30 Upcoming TF Meetings reminder eblast</p>	31	<p>1 Internal Weekly Email</p> <p>Mapping Meeting reminder eblast</p>	<p>2 RTF Mapping Meeting - 10:00 AM</p>
3	<p>4 RTF Mapping Meeting - 5:30 PM</p> <p>Mapping Meeting reminder eblast</p>	5	<p>6 RTF Mapping Meeting - 5:30 PM</p> <p>Mapping Meeting reminder eblast</p>	<p>7 Upcoming TF Meetings eblast</p> <p>CEC < > RDTF Biweekly Coordination Meeting</p>	<p>8 RTF Mapping Meeting - 3 PM</p> <p>Internal Weekly Email</p>	<p>9 RTF Mapping Meeting - 10:00 AM</p>

10	11 RTF Mapping Meeting - 5:30 PM Mapping Meeting reminder eblast	12 Mapping Meeting reminder eblast	13 RTF Mapping Meeting - 3 PM	14	15 Internal Weekly Email	16
17	18	19	20	21 CEC < > RDTF Biweekly Coordination Meeting (?)	22 Internal Weekly Email	23