

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 individual 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 individual 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 individual 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 individual emails</p> | <p>22</p> <p>D3 orgs individual 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>D1/D2 individual emails</p> <p>D6 orgs follow up emails + phone calls</p> | <p>1 Mapping Meeting reminder eblast</p> | <p>2 D4/D5 individual emails</p> <p>D3 orgs follow up emails + phone calls</p> <p>RTF Mapping Meeting - 5:30 PM</p> | <p>3 D8/D9 individual emails</p> | <p>4 District 10 Meeting reminder eblast</p> <p>D1/D2 orgs follow up emails + phone calls</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>D7/D11 orgs individual emails</p> <p>District 6 Meeting reminder eblast</p> | <p>8 District 3 Meeting reminder eblast</p> | <p>9 RTF District 3 Meeting - 5:30 PM</p> <p>D4/D5 orgs follow up emails + phone calls</p> | <p>10 CEC < > RDTF Biweekly Coordination Meeting</p> <p>District 1, 2 Meeting reminder eblast</p> | <p>11 Internal Weekly Email</p> <p>D8/D9 follow up emails + phone calls</p> <p>RTF District 1, 2 Meeting - 3:00 PM</p> | <p>12</p> |
| 13 | <p>14 RTF Mapping Meeting - 5:30 PM</p> <p>Mapping Meeting reminder eblast</p> | <p>15 District 4, 5 Meeting reminder eblast</p> <p>D7/D11 orgs follow up emails + phone calls</p> | <p>16 RTF District 4, 5 Meeting - 5:30 PM</p> | <p>17 District 8, 9 Meeting reminder eblast</p> | <p>18 District 8, 9 Meeting - 3:00 PM</p> <p>Internal Weekly Email</p> | <p>19</p> |

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|-----------|---|-----------|---|---|---|---|
| 20 | 21 RTF District 7, 11 Meeting - 5:30 PM District 7, 11 Meeting reminder eblast | 22 | 23 RTF Mapping Meeting - 5:30 PM Mapping Meeting reminder eblast | 24 Mapping Meetings reminder eblast CEC < > RDTF Biweekly Coordination Meeting | 25 RTF Mapping Meeting - 3:00 PM Internal Weekly Email | 26 RTF Mapping Meeting - 10:00 AM |
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| April 2022 | | | | | | |
|------------|--|-----------|--|---|--|--|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 27 | 28 | 29 | 30 Upcoming TF Meetings reminder eblast | 31 | 1 Internal Weekly Email Mapping Meeting reminder eblast | 2 RTF Mapping Meeting - 10:00 AM |
| 3 | 4 RTF Mapping Meeting - 5:30 PM Mapping Meeting reminder eblast | 5 | 6 RTF Mapping Meeting - 5:30 PM Mapping Meeting reminder eblast | 7 Upcoming TF Meetings eblast CEC < > RDTF Biweekly Coordination Meeting | 8 RTF Mapping Meeting - 3 PM Internal Weekly Email | 9 RTF Mapping Meeting - 10:00 AM |

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|-----------|---|--|---|-----------|------------------------------------|-----------|
| 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 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |