

Unitarian Universalist Church of Tampa
11400 Morris Bridge Road
Tampa, FL 33637-1902

Tentative Schedule for Combined Campaign
(Revised 9/4/08)

The tentative schedule for the combined capital and operating fund drive is based on the discussions during the Assessment Visit March 10-12, 2008. The estimated consulting days are indicated in parentheses. They total 14.0 days at a cost of \$760 per day for a total estimated cost of fundraising consulting assistance at \$10,640. *This revision reflects decisions made at our meeting on August 27, 2008, and reflects the status of the work with the architect.*

2008

March 10-12 Assessment Visit

March 31 Board appoints Architect Selection Committee

April 30 Architect Selection Committee issues Request for Qualifications to local architects with responses requested by May 19, 2008

April 30 Planning Committee issues revised Architectural Program Statement for congregational review.

May 10 Board appoints Building Design Committee and Capital Campaign Steering Committee.

May 4 Congregation approved Architectural Program Statement presented by the Board and Planning Committee and to authorize the Board to hire an architect to revise the master plan as necessary, develop preliminary plans and cost estimates for Phase I construction.

May 14 Consultant visit to meet with Building Design Committee and Capital Campaign Steering Committee (1.25 days)

August Architect Selection Committee recommends architect to Board. Board approves and appoints a Building Design Committee to work with architect on the design tasks noted above.

August Contract signed with selected architect to work with Building Design Committee to revise master plan as necessary and develop Phase I preliminary design and cost estimate.

- August 27 Consultant visit to review plans for the Annual Budget Drive and the work of the Building Design Committee. (1.0 day)
- Sep. 7 Architect meets with congregation
- Nov. 9 *Case Statement Issued*
- Nov. 16 Building Design Committee presents revised master plan and Phase I plans to congregation.
- Dec. 7 Congregational Meeting asked to endorse the master plan and Phase I plans and to authorize financial confirmation study.
- Dec. 8 Consultant visit to help select households to be invited to participate in the financial confirmation study. (1.25 days)

2009

- Jan. 26-29 Consultant conducts up to 24 interviews for Confirmation Study. (6.0 days including up to 2.0 days for report writing)
- February 22 Congregational meeting to authorize the capital fund drive and set its goal.
- March Consultant visit to review status of capital fund drive plans. (1.25 days)
- April Capital Campaign Kickoff Event
 Consultant visit to train capital campaign visiting stewards. (1.5 days)
 Board appoints Building Committee to oversee construction.
- May Consultant visit to close out capital campaign and help plan next steps. (1.25 days)
- June Congregational meeting to authorize final drawings and construction for Phase I.
- Fall Construction could begin, depending on permits required.

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 March 17, 2008
 Revised: 9/4/08