

<i>Days</i>	<i>B/A</i>	<i>Task</i>
120	Before	General Grand Master or Representative Announcement Letter
90	Before	Coordination with Grand Recorder for dates, locations, etc.
60	Before	Request for Cryptic Mason of the Year from Grand Recorder
60	Before	Coordination with College Dean
50	Before	Request for Adult Youth Leadership Award if not previously awarded
40	Before	Advertisement of Ritual Award, 10% Gain Certificates, Lady of the Council Award, Veterans Medals, and First Responder Awards for distribution to local Councils/Grand Officers
30	Before	All award orders are due into the GGR office
21	Before	Correspondence with postal tracking to Grand Recorder/College Dean
14	Before	Confirm receipt of awards and coordination of GGM/Representative
0		Have a GREAT Grand Assembly!
7	After	Report from Representative to GGM and GGR
30	After	Annual Return and per capita to GGR's office