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| Action Items/Deliverable | Date | Completed? |
| Logo in EPS file format  Logo in Hi-Res format  Link to company website | April 12th |  |
| Deadline for guest list due | April 22nd |  |
| Executive Auction Opens | April 23rd |  |
| Executive Auction Closes | April 25th |  |
| WIT Connect at Topgolf | May 2nd |  |