

**Attachment A**

**Communications & Liaison  
 Nationwide Tax Forums  
 2009 Customer Surveys Schedule**

ACTIVITIES	DATES:					
	Las Vegas, NV	San Diego, CA	Orlando, FL	New York, NY	Dallas, TX	Atlanta, GA
<b>Tax Forums --&gt;</b>	<b>July 7-8</b>	<b>July 14-16</b>	<b>Aug 4-6</b>	<b>Aug 25-27</b>	<b>Sept 8-10</b>	<b>Sept 22-24</b>
<b>Prepare List of Attendees</b>						
Forward to Vendor	7/20/2009	7/28/2009	8/18/2009	9/9/2009	9/22/2009	10/6/2009
Program list	7/21/2009	7/29/2009	8/19/2009	9/10/2009	9/23/2009	10/7/2009
<b>Administer Survey &amp; Collect/Maintain Results</b>						
Send E-mail to respondents	7/22/2009	7/30/2009	8/20/2009	9/11/2009	9/24/2009	10/8/2009
End of data collection	8/11/2009	8/19/2009	9/10/2009	10/2/2009	10/15/2009	10/29/2009
<b>Analyze &amp; Report Results</b>						
Prepare Draft Report	11/27/2009					
Review						
Consolidate comments & Forward to Vendor	12/7/2009					
Prepare Final Report	12/11/2009					