I. Abstract

Planned, scheduled and marketed six rain water harvesting classes. Completed enrollment in classes and held first two classes on March 15, 2009.

II. Overall Progress and Results by Task

Task 1: Planned classes

The following actions have been completed during this reporting period:

- Confirmed instructor
- Created class surveys
- Set up revenue and expenditure tracking within City of Garland financial system.
- Set up online enrollment thru City of Garland Parks Dept. PLAY system.
- Arranged for delivery of materials needed.

100 % Complete

Task 2: Scheduled classes

The following actions have been completed during this reporting period:

- Secured and confirmed class venues
- Increased number of classes from the original four, to six total classes.

100 % Complete

Task 3: Marketed classes

The following actions have been completed during this reporting period:

- Created collateral materials and ads to promote classes in utility bill stuffers, City publications, local print media and local radio.
100 % Complete

Task 4: Completed enrollment and held two classes

The following actions have been completed during this reporting period:
- Processed mail-in registrations.
- Tracked online registrations.
- Monitored wait list
- Responded to phone calls and correspondence regarding class availability.
- Created sign in sheets for first two classes
- Held first two classes

100 % Complete