

QUICK REFERENCE GUIDE

SOP 2.2 — Calendar of Activities

Property:	
Prepared By:	
Year:	

Who this is for: Onsite Manager (OSM) — use this to plan and execute your annual resident engagement calendar.

Use this when: Creating your annual calendar, selecting activities, setting budgets, and tracking quarterly completion.

2026 QUARTERLY ENGAGEMENT CALENDAR

QUARTER	THEME	TIMING	SUGGESTED ACTIVITIES
Q1	Community Kickoff	Jan – Mar	Coffee & Pastry Morning • Hot Cocoa Bar • Snack Bags • Meet Your Manager Drop-In
Q2	Spring Community Engagement	Apr – Jun	Pizza Party • Ice Cream Social • Community Garden Day • Plant / Herb Giveaway
Q3	Summer Resident Appreciation	Jul – Sep	Popsicle / Lemonade Stand • Summer BBQ • Poolside Snacks • Back-to-School Snack Bags
Q4	Holiday & Appreciation	Oct – Dec	Halloween Candy Station • Thanksgiving Pie Giveaway • Holiday Cookie Bar • Resident Appreciation Gifts

SUGGESTED EVENT BUDGET GUIDELINES

Small Properties (Under 40 Units)	\$75 – \$150 per event
Mid-Size Properties (40 – 80 Units)	\$150 – \$250 per event
Large Properties (80+ Units)	\$250 – \$400 per event

Events are intentionally simple and manageable. The emphasis is on consistent quarterly engagement — not large-scale events.

CASCADE COMPANIES
Building Value Thru Community

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SOP 2.2 — Calendar of Activities (continued)

MONTHLY ENGAGEMENT IDEAS

Month	Theme	Activity Idea	Month	Theme	Activity Idea
January	Community Kickoff	Coffee & Pastry Morning	July	Summer Cool Down	Popsicle or Lemonade Stand
February	Warm Treat Station	Hot Cocoa / Coffee Bar	August	Community Gathering	Summer BBQ
March	Resident Appreciation	Snack Bags or Treat Giveaway	September	Back-to-School Appreciation	Snack Bags or Treat Station
April	Spring Social	Pizza Party	October	Halloween Engagement	Candy Station
May	Community Connection	Ice Cream Social	November	Thanksgiving Appreciation	Pie or Dessert Giveaway
June	Garden Kickoff	Plant / Herb Giveaway	December	Holiday Resident Appreciation	Cookies or Small Resident Gifts

QUARTERLY ACTIVITY COMPLETION CHECKLIST

☐	Activity has been executed this quarter
☐	Brief written summary of the activity completed
☐	Photo(s) taken of the activity / setup
☐	Summary and photo shared with AM (weekly report or direct communication)
☐	Activity noted as Completed on the Calendar of Activities

ANNUAL CALENDAR SUBMISSION CHECKLIST (DUE END OF Q4)

☐	At least one activity planned for Q1 of the upcoming year
☐	At least one activity planned for Q2 of the upcoming year
☐	At least one activity planned for Q3 of the upcoming year
☐	At least one activity planned for Q4 of the upcoming year
☐	Calendar posted in designated accessible location
☐	Calendar submitted to AM by end of Q4