

	15 weeks out	14 weeks out
Events Management	Nail Down Concert Date	Social (2nd Half)
Media		Seek Friends for Recording
Tickets		
Venue		
Stage Management		Setup; Change for Social
Marketing		
Press Releases		Rehearsals Begin; Public Invited
Radio/TV		
Posters & Handouts		
Internet		
Program		
Notes		
Diversions		
Editing		Create Format - # of Pages, Layout
Ad Sales		
Membership	Prepare Seating Charts/Make up Name Tags	Create AWL List
Development		Solicit Funds
Treasury		Collect Dues/Manage Bank Account
Website Management		Manage Website
Library		Make up Folders

13 weeks out	12 weeks out	11 weeks out
		Keep copy of Press Releases
	Survey venue trip	
		Feature Press Rise
Create Concert Poster	Print posters	Distribute Posters to members
Resrch Program Notes		
Look for clip art (4 pgs) for colouring book		Pick a Novel Diversion
Make up List of Advertisers	Match Advertisers to Salespeople	Ad Packets Made Up
Collect Dues / Issue Receipts	Collect Dues / Issue Receipts	Dues Report
Distribute Parts		

10 weeks out	9 weeks out	8 weeks out
	Verify Venue Details/Confirm to Tickets person	
		Keep copy of Press Releases
	Order Tickets	
		Feature Press Rise
		Create Handouts
Gather email addrs for Tree Blast		
		Find lyrics
Ad Campaign Begins	Sell Ads	Sell Ads

7 weeks out	6 weeks out	5 weeks out
		Touch Base with Auditorium Mangement
	Ticket Sales Begin	Collect Ticket \$\$/ Get salespersons for concert nite
		Prepare Annotated Pgm for Venue Mgt
	Distribute handouts to members	
	Verify Program Order with Conductor	Go over draft program with conductor
Sell Ads	Sell Ads	Sell Ads

4 weeks out	3 weeks out	2 weeks out
Get Volunteer Ushers		
Keep copy of Press Releases	Verify Recordists & Equipment	
Ditto/Distribute Tix to Outlets	Collect Ticket \$\$	Ditto
	Create list of concert equipment	Visit auditorium w/ Venue Management
Big Press Release		
Distribute Handouts to Outlets		
	concert ads on Craigslist, etc.	Email Blast Tree
		Program Copy to Printer
	All Notes to Editor	
Layout intentionally blank pages	All Diversions to Editor	
Verify List of Patrons	Prepare Final Draft incl. donations, etc.	Final Draft / Proof
Sell Ads	Ad copy Due/All \$\$ to Treasurer	Ad placement
	Latest concert info	

1 week out	Dress Rehearsal	Concert
Verify Cues with Venue Tech Folks	Coordinate with Venue Tech	Coordinate with Venue Tech
		Have Concert Recorded
	Collect Tix & \$\$ from Outlets	Coordinate lobby ticket sales & willcall
		Programs to Ushers
Plan Stage Set & Breakdown	Set Stage & Breakdown; Keep Track of Equipment	Set Stage & Breakdown; Keep Track of Equipment
		Press Release About Concert Success
		Set up Lobby Posters
	Get Programs from Printer	Programs to Ushers
Program to Printer		
		Collect parts

