

## **Program Timeline**

(\* = “drop dead” dates)

budget issues, policies, assemble staff, space allocation

August *start* working up people and item ideas and basic events/skeleton of con  
August-Oct work up questionnaires, invite letter, web-work, database design details, +  
late Sept contact Guests for ideas and preferences (\*late Oct.)  
Sept. - Oct assemble first program participant invite list, get comments  
*mid Nov.* Initial program (invite and questionnaire) mailing sent out (\*late Dec.)  
winter-spring invite additional participants, in response to letters+. Get advice, etc.  
early March PR text?  
winter-spring produce and mail “no thanks” letters  
spring continue panel development - initial précis writing  
mid May “Program frenzy”- *start* “initial” scheduling on board (\*late May)  
May/June transfer info from board to computer  
May/July keep working on schedule (as additional responses come in, etc.)  
Précis writing (continues...)  
Tie-down “special” items, etc.  
June? check/correct text for PRs and program book?  
*Late June* mail program schedules to program participants (\*last week July)  
July –August make *sure* technical and/or special room (etc.) needs are being attended to.  
and (sublet?) items and “events” are under control. Fix as necessary.  
August reschedule and fine tune everything  
August *format* of pocket program ready for comment  
*Mid August* “final” schedule to program participants (\*late August)  
Late August final tuning (room sizes, side-by-side conflicts, tech issues, etc.)  
Late August Schedule of program to nets (with caveats)  
*Late August* Schedule solid to Pocket Program. Produce. (\*five days before con?)  
end August (\*Tues. night pre-con)  
Produce at-con letter, schedules  
Produce signs/badge labels, tent cards/etc.  
Label Program participant badges  
gather and pack Green Room/Ops and other/unusual? supplies (\*at con)

## **CONVENTION**

mid Sept. Thank you notes to staff (\*late September)  
Late Sept. Thank you notes (mid October)  
???January reimbursements to participants/staff (\*mid March?)