



501 Golden Circle, #107
Golden, CO 80401

Golden Community Choirs Publication Tasks Time-Line

Below is a general time-line for concert's (event) promotional materials and program information regarding communications to the Graphic chair and subsequent material availability.

The Task description column indicates the task required. The Owner column lists the position responsible for performing the task and the Lead Time from Event column indicates the deadline for each task (to be completed by that date) built back from the actual Event date.

This time-line will be used to determine the calendar date that each task is due on for a scheduled event. A public, on-line calendar will be made available with an appointment on the actual date for that event. The calendar appointments can be maintained by either the webmaster or others.

Task	Owner	Lead Time from Event
All Choir info for promotional materials to Mary – Theme, program notes, choir roster, instrumentalists, kids drawings, etc	Directors	7 weeks
All photos for Choir promotional materials	Photographer	7 weeks
Major sponsor information sent to Graphics chair	Grant Chair	7 weeks
Volume of postcards, posters and ticket information requested to Graphics chair for Choir concerts	CCG Director and Concert Manager	6 weeks
Choir postcards, posters and tickets to printer	Graphics chair	5 weeks
Choir postcards, posters and tickets available for distribution	Graphics chair	4 weeks
Send program ad information to Graphics chair	Program Ads coordinator	3 weeks
GCC board members, choir member roster, volunteer list and acknowledgements sent to Graphics chair	Membership chair	3 weeks
Number of programs requested and soloist list sent to Graphics chair	Director and Concert Manager	3 weeks
Choir program to printer	Graphics Chair	2 weeks
Choir programs available for distribution	Graphics Chair	1 week
