Week	Week 6	Week 5	Week 4	Week 3	Week 2	Week 1	Post

Production Tasks

Date	9/28	10/5	10/12	10/19	10/26	11/2	11/9
President (Emily)	Arrange with vp for guild to attend sporting events/ advertise opportunity					Form groups for after closing night take down posters and tape Arrange flowers/ check with director	Arrange for actors to take down posters in school/ community (ask marketing for list)
Vice President (Callum)	Arrange Around Town interview / inform director Information to Cable Arrange with president for guild to attend sporting events/ advertise opportunity			Get Paint	Paint Rock	Arrange dress up day for play	
Secretary (Pam)	Keep records of the list of sponsors (check with director of sponsors)	Get master list of bios/ update bios (check in with Ms. O)	Distribute flyers around town (with director of marketing)		Cupcake planning for lunchtime ticket sales (provide “how to” list)		Thank You Notes!

Week	Week 6	Week 5	Week 4	Week 3	Week 2	Week 1	Post
Treasurer (Nick)			Locate ticket and 50/50 raffle sellers for shows	Ticket construction	Confirm ticket sellers Print Schedule of Ticket and Raffle Sellers	Run Lunch time ticket sales (with secretary)	Count Funds and Deposit
Director of Marketing (Celeste)	Arrange Around Town interview/ inform director Information to Cable Check in with Ms. Olson/Booster	Flyers printed Information to GD Arts Booster News story/ Photo for local newspapers to Booster rep Check in with Ms. Olson/ Booster	Create Facebook event invitation Distribute flyers around town (with secretary) Check in with Ms. Olson l/Booster News story/ Photo for local newspapers to booster rep	News story/ Photo for local newspapers to booster rep Check in with Ms. Olson /Booster	News story/ Photo for local newspapers to booster rep Check in with Ms. Olson /Booster	Check in with Ms. Olson/Booster	
Director of Sales (Renee)	Letters to Business Sponsors (Fall play only for entire year) Update Adverts and Monies: Ms. Olson	Approach Business Sponsors (phone calls) Contact Parents donations/Give sponsor information to students	Follow up with business sponsors (call back)	Follow up with student/parent sponsors Provide list of sponsors/donations to Ms. Olson for program			

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Director	Direct Announce theme to students for program and posters	Direct Work with/offer directions to set builders, designers, costumers, make-up artists, and tech support	Direct Work with/offer directions to set builders, designers, costumers, make-up artists, and tech support	Direct Work with/offer directions to set builders, designers, costumers, make-up artists, and tech support	Direct Work with/offer directions to set builders, designers, costumers, make-up artists, and tech support	Direct Work with/offer directions to set builders, designers, costumers, make-up artists, and tech support	
Mr. Hoffman	Hold Parent Meeting Arrange parent for ● Costume ● Set Construct ● Ticket Sales ● Set Items	Confirm with Boosters: Billboard, advertisements and Concessions			Submit morning announcements to office		Work with Secretary on thank yous
Ms. O	Hold Parent Meeting Head shots/ Photos Provide photos to director, booster rep and director of marketing (on going) Maintain record of funds (ongoing) Plan marketing	Bios Parent Letter Print Poster	Photos Check in/Forward Marketing Contact Karen regarding marqui	Build Program	Photos	Finalize Program/ Photos	Deposit Funds

Week	Week 6	Week 5	Week 4	Week 3	Week 2	Week 1	Post
	strategy with booster rep and director of marketing and other officers • marqui • newspapers • school newsletter • school facebook • drama website • school webpage • GD Arts • twitter • instagram Book Bake Sale						