

Week	Week 6	Week 5	Week 4	Week 3	Week 2	Week 1	Post
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## Production Tasks

Date	9/28	10/5	10/12	10/19	10/26	11/2	11/9
<b>President (Emily)</b>	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)
<b>Vice President (Callum)</b>	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	
<b>Secretary (Pam)</b>	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!

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<b>Treasurer (Nick)</b>			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
<b>Director of Marketing (Celeste)</b>	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 /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	
<b>Director of Sales (Renee)</b>	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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<b>Director</b>	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	
<b>Mr. Hoffman</b>	Hold Parent Meeting  Arrange parent for <ul style="list-style-type: none"> <li>• Costume</li> <li>• Set Construct</li> <li>• Ticket Sales</li> <li>• Set Items</li> </ul>	Confirm with Boosters: Billboard, advertisements and Concessions			Submit morning announcements to office		Work with Secretary on thank yous
<b>Ms. O</b>	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

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	<p>strategy with booster rep and director of marketing and other officers</p> <ul style="list-style-type: none"> <li>• marqui</li> <li>• newspapers</li> <li>• school newsletter</li> <li>• school facebook</li> <li>• drama website</li> <li>• school webpage</li> <li>• GD Arts</li> <li>• twitter</li> <li>• instagram</li> </ul> <p>Book Bake Sale</p>						
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