

DOCUMENTARIAN

CHRONOLOGY

JANUARY

- Attend Festival Follow-up Meeting (usually last Sunday of January)
- Collect copies of all exit-reports for historical records.

FEBRUARY

- By February 15th send annual budget request to ISU or U of I contact so that budget can be prepared for March meeting.

MARCH

- Attend Spring Meeting of Planning Committee.
- Bring copy of school and exhibitor mailing labels to pass around during the Spring Meeting
- Collect copies of all hand outs for historical records.
- Proof Final Draft of Spring Mailing

APRIL - MAY

- Update mailing lists for colleges and vendors
- Put copy of mailings in historical records.

JUNE

- Attend two-day Summer Meeting of Planning Committee
- Collect copies of all hand outs for historical records.

JULY - AUGUST

- Proof Final Draft of Fall Mailings
- Put copy of mailings in historical records.
- Send copy of vendor databases and school databases to local arrangements office for August mailing.

SEPTEMBER

- Attend Fall Meeting of Planning Committee
- Collect copies of all hand outs for historical records.
- Attend ITA Convention

OCTOBER

- Put copy of mailings in historical records.

NOVEMBER

- Attend 2 day Thanksgiving Meeting of Planning Committee (in some calendar years this meeting is the weekend before Thanksgiving)
- Collect copies of all hand outs for historical records.
- Get returned envelopes from local arrangements in order to update vendor or school mailing lists.

DECEMBER

- Proof Final Draft of December E-mail
- Proof Final Draft of Festival Program
- Put copy of mailings in historical records.
- Prepare historical exhibit with maps of schools and years of attendance.

JANUARY

- Festival Week Responsibilities:
 - Attend Pre-Festival Planning Committee Meeting (Wed. eve.)
 - Prepare and set-up for Festival
 - During Opening Festival Performance(s) be at registration desk (Thursday evening)
 - Attend Final All-State Performance (Saturday afternoon)
- After Festival rewrite historical report and update operations manuals for next year's committee members.
- Attend and present new operations manuals and historical records at Festival Follow-up Meeting (usually last Sunday of January).

updated July 2010