

**ASSOCIATE DIRECTOR
for
LOCAL ARRANGEMENTS**

CHRONOLOGY

JANUARY

- Confirm Festival dates
- Develop new logo
- Attend Festival Follow-up Meeting (usually last Sunday of January)
- Consult with graphic artist for logo.
- Set dates for March and June meetings (and locations)
- Update website with current Festival info.

FEBRUARY

- Tentatively reserve Festival spaces including all-state hotel.
- Collect and organize materials for purchasing/billing.
- Compile budget requests in order to present a preliminary budget at the March meeting.

MARCH

- Attend Spring Meeting of Planning Committee. At meeting, get motel reservation requests from committee for Summer meeting.
- Finalize budget for March meeting.
- Finalize spring mailing. Get copy to printer (after meeting and final edits from committee).
- Contract and letter of agreement to ITA Draft budget.

APRIL

- Distribute spring mailing to all state high schools and committee members.
- Put April mailing on web site.
- Arrange meeting place and times to visit buildings for summer meeting.

MAY

- Make committee reservations for Summer meeting.
- ~~Finalize budget for Summer meeting.~~
- Finalize approved logo.
- ~~Begin to develop plan of Friday night activities (and~~ request late night approval).
- Submit facility requests for campus space.

JUNE

- Collect materials and start to organize high school and vendor/university fall mailings.
- Make arrangements for coffee, food, and hospitality for summer meeting.
- Attend two-day Summer Meeting of Planning Committee. Run walk-through of facilities.
- ~~Approve budget with ITA Treasurer and Board.~~
- Work to update website before August.

JULY - AUGUST

- Compile and finalize fall mailing
- Get fall mailing to printer.
- Finalize mailing lists for vendor/university and high schools.
- Contracts for opening performance reviewed.
- Mail fall mailings (approximately Aug. 10 so that schools have it in hand when school begins).
- Put August mailing on web site.
- Get list of corporate sponsors from Aimee-Lynn to confirm when they register as an exhibitor

SEPTEMBER

- Attend Fall Meeting of Planning Committee. At this meeting review content of all email confirmations. (Bring 30 exhibitor and school mailings to be distributed at ITA Convention.)
- Get committee housing reservations for November meeting.
- Process all applications and send to pertinent associate directors.

OCTOBER

- Make committee hotel reservations for Thanksgiving meeting
- Process all applications and send to pertinent associate directors.
- Finalize rental of spaces.
- Process billings.
- Issue contracts for Friday night activities.
- Arrange for rental of tables, chairs, bulletin boards for exhibit hall.
- Secure nurse/EMT/security.
- Secure Festival headquarters phone number.
- Arrange for clerical support for Thanksgiving meeting.
- Make arrangements for coffee, food, and hospitality for Thanksgiving meeting.

NOVEMBER

- Process all applications and send to pertinent associate directors.
- Coordinate with Theatre Department for reception plans.
- Alert local businesses and restaurants of upcoming Festival.
- Get restaurant guides for arrival packets.
- Determine what type, color and number of ribbons and badges are desired
- Confirm lanyards (donation or order?)
- Prepare initial draft of December mailing for approval at Thanksgiving meeting
- Prepare draft of Festival Program book, for “first glance” at Thanksgiving meeting
- Attend 2 day Thanksgiving Meeting of Planning Committee (in some calendar years this meeting is the weekend before Thanksgiving)
- After Thanksgiving meeting, put the program book together and get to the printer.
- After Thanksgiving meeting put together December e-mail.

DECEMBER

- Send out December e-mail no later than December 5th.
- ~~Arrange for second cash register for "Fest Gear".~~
- Make signs for college exhibitors, workshops, and vendors.
- Order name tags, holders, and ribbons
- Order banker boxes for registration materials
- Print badges.
- Compile materials for registration packets.
- Compile attendance list.
- Arrange for staff to man registration desk.

JANUARY

- Festival Week Responsibilities:
 - Put together registration boxes (schools, workshop leaders, exhibitors, monitor, and committee)
 - Attend Pre-Festival Planning Committee Meeting (Wed. eve.)
 - Prepare and set-up for Festival (Thursday morning/afternoon)
 - ~~Greet and assist~~ Oversee registration (Thursday 3-8 pm) and other activities through Festival
 - Attend closing meeting at Festival
- After Festival write exit report and prepare 40 copies for January meeting.
- Make arrangements for coffee, food, and hospitality for summer meeting.
- Attend and present exit report at Festival Follow-up Meeting (usually last Sunday of January).

FEBRUARY-MARCH

- Complete final accounting and financial report to be presented at March meeting.

(last updated January 2010)