

## **EXECUTIVE DIRECTOR ELECT**

### **CHRONOLOGY**

#### **JANUARY**

- Attend and take minutes at Festival Follow-up Meeting (usually last Sunday of January).

#### **FEBRUARY**

- Send committee members minutes of Festival Follow-up Meeting.
- Make contact with local arrangements/university personnel for following year. Determine Festival dates so that university spaces/all-state hotel space can be reserved by local arrangements people. (Early planning needed to reserve Krannert, Bone Student Center, Illini Union, etc.)

#### **MARCH**

- Attend and take minutes at the Spring Meeting of Planning Committee

#### **APRIL - MAY**

- Send committee minutes of Spring Meeting.
- Line up all-state director and begin possible show discussion.

#### **JUNE**

- Attend and take minutes at two-day Summer Meeting of Planning Committee.

#### **JULY - AUGUST**

- Send committee minutes of Summer Meeting.
- Finalize all-state show and begin working on securing rights, etc.

#### **SEPTEMBER**

- Attend and take minutes at Fall Meeting of Planning Committee.
- Attend ITA Convention.
- Begin securing other members of your Festival Planning Committee

#### **OCTOBER**

- Send committee minutes of Fall Meeting.
- Pick Theme for Festival
- Write Description for program book. Send description to ISU or U of I contact before November 15th.
- Collect address and phone data on committee members.
- Set tentative meeting dates and sites with local arrangements/university staff (for following year.)

#### **NOVEMBER**

- Hold preliminary meeting with university contact.

- Attend and take minutes at 2 day Thanksgiving Meeting of Planning Committee (in some calendar years this meeting is the weekend before Thanksgiving)

## **DECEMBER**

- Send 2nd half of January changeover agenda to executive director of current year.
- Send committee minutes of Thanksgiving Meeting.

## **JANUARY**

- Festival Week Responsibilities:
  - Attend and take minutes at Pre-Festival Planning Committee Meeting (Wed. eve.)
  - Prepare and set-up for Festival (Thursday morning/afternoon)
  - Greet and assist with registration (Thursday 3-8 pm)
  - Attend and introduce performing group at the Opening Festival Performance(s) (Thursday evening)
  - Attend Final All-State Performance (Saturday afternoon)
- Send committee members minutes of Pre-Festival Meeting.
- After Festival write exit report and prepare 30 copies for January meeting.
- Attend Festival Follow-up Meeting (usually last Sunday of January).

Updated July 2010