

Rogue Valley Chorale Master Calendar 2016/2017

It is the responsibility of the Operations Manager (OM) to make sure that committee chairs and volunteers fulfill their responsibilities.

July	RVC rehearsals - none DC & CC rehearsals - none Cantare & YE rehearsals - none	Board Meeting - July 21
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Week	Event	Date/Time	Committee/Individual
1	Roster Directory Compilation begins (See task sheet)		OM, volunteers
	Update annual calendar		OM,
	Music ordered (discount from University Music when ordered early)		AD
2	Prepare Board Books/materials to be distributed at retreat (See task sheet)		BOD President, OM
	Plan Board Retreat		BOD President, AD, OM
3	Begin Miller Grant		Development
	Send audition information to newspapers		Marketing
4	Begin JCCC grant		Development
	Prepare ads for ad trades		Marketing
5	Newsletter article writing begins		OM /volunteers/staff/ BOD President
	Find season sponsors		Development

August	RVC rehearsals - none DC & CC rehearsals - none Cantare & YE rehearsals - none	Board meeting - August 13
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Week	Event	Date/Time	Committee/Individual
1	Season Brochure production begins		Marketing
	Auditions Calendar listing sent to media/community groups		Marketing
	Finalize Board retreat details		BOD President
2	Newsletter submissions due	8/12	OM
	Mahler, Britt	8/13, 8:00 pm	AD
	Board retreat	8/13	BOD President
3	1st rehearsal planning (Name tag, welcome packets, potluck) (See Task Sheet A)		hospitality
	Committee reports due Monday before BOD meeting		OM
	Begin Carpenter Grant		Development
	RVYC Steering Committee Potluck Meeting	8/16, 5:30	Steering Comm. Pres.
	Send ads for ad trades		Marketing
	Assign/renew committee chairs-chairs renew/replace committee members (see task sheet)		BOD President

4	Newsletter sent to editors	8/22	OM /volunteers
	Season brochure sent to editors, BOD		OM
	Prepare for auditions		AD
	Submit JCCC and Miller grants		Development
	Begin Archives Grant (Parks and Rec)		Development
5	Annual Ask letter written, sent to editors		Development
	Roster Directory Completion		OM
	Auditions	8/29, 7:00-9:00 pm	AD

September

RVC rehearsals - 9/19, 9/26

Board meeting - 9/16

DC & CC rehearsals - all Tuesdays schools are in session

Cantare & YE rehearsals - all Thursdays schools are in session

Week	Event	Date/Time	Committee/Individual
1	piano tuned	week before 1st rehearsal	Physical Arrangements Chair
	Begin OAC Arts Build Communities and Collins grants		Development
	Music packets prepared	week before 1st rehearsal	Library Comm.
	Roll sheets for section managers/physical arrangements chair	week before 1st rehearsal	OM
	Newsletter sent to printer/sent via email to database, posted	9/5	OM
2	season brochure printed-sent to database (not donors) ask letter printed, sent to donor list with season brochure		Marketing
	RVYC Steering Committee Meeting	9/13, 5:00	Steering Comm. Pres.
	1st rehearsal potluck	9/19, 5:30	hospitality
	1st rehearsal	9/19, 7:00	AD
	wardrobe information to new singers		wardrobe chair
	Submit Archives Grant (Parks and Rec)		Development
	BOD meeting planning		BOD President, AD, OM
3	Committee reports due Monday before BOD meeting, packet sent to BOD next day		OM
	Board Meeting	3rd Thursday, 5:15 pm	BOD president
	Send season brochure w/cover letter to retirement homes (see task sheet)		Marketing
	DC & CC auditions	9/20	RVYC Directors
4	Submit Carpenter and Collins Grants		Development
	Solicit ads for program, including ad trades		Marketing
	Begin creating publicity materials (poster, postcard)		Marketing
5	Request for program content		Marketing

October

RVC rehearsals 10/6 10/10, 10/17, 10/24, 10/31
 DC & CC rehearsals - all Tuesdays schools are in session
 Cantare & YE rehearsals - all Thursdays schools are in session

Board meeting - 10/21

Week	Event	Date/Time	Committee/Individual
1	Submit OAC Arts Build Communities grant		Development
	Begin 990 filing		Treasurer
2	Begin Medford Rotary Grant		Development
	RVYC Steering Committee Meeting	10/11, 5:00	Steering Comm. Pres.
3	Committee reports due Monday before BOD meeting, packet sent to BOD next day		OM
	Board Meeting	3rd Thursday, 5:15 pm	BOD president
4	discussion with AD about stage decor		
	publicity materials completed		Marketing
	Program content due		ED
	Underwriting sent to JPR, adds to media, press releases, PSA's sent		Marketing
5	Posters hung, distributed to singers		Marketing

November

RVC rehearsals 11/7, 11/14 11/21. 11/28
 DC & CC rehearsals - all Tuesdays schools are in session
 Cantare & YE rehearsals - all Thursdays schools are in session

Board meeting - 11/18

Week	Event	Date/Time	Committee/Individual
1	postcards sent, 1st email blast sent, forwarding email to singers sent		Marketing
	follow up with retirement homes		Marketing
	990 sent to IRS		Treasurer
	Pay "rent" on 724 S. Central		Treasurer
2	RVYC Steering Committee Meeting	11/8, 5:00	Steering Comm. Pres.
	Program complete, sent to proofers		Marketing
3	Committee reports due Monday before BOD meeting, packet sent to BOD next day		OM
	Board Meeting	3rd Thursday, 5:15 pm	BOD president
4	Program sent to printer		OM
5	2nd email blast sent,		Marketing
	Plan post-concert party, potluck announcement to singers at rehearsal, arrange flowers for AD/guests, water back stage	11/28	hospitality

December

RVC rehearsals - none
 DC & CC rehearsals - all Tuesdays schools are in session
 Cantare & YE rehearsals - all Thursdays schools are in session

Board meeting - 12/16

Week	Event	Date/Time	Committee/Individual
1	Deliver programs to Craterian	12/2	OM
	Prepare welcome, donor recognition, soft ask		BOD president
	RVC Concert	12/3, 12/4	All
2			
3	Committee reports due Monday before BOD meeting, packet sent to BOD next day		OM
	Board Meeting/holiday party	3rd Thursday, 5:15 pm	BOD president
4			
5			

January

RVC rehearsals 1/2, 1/9, 1/16, 1/23, 1/30
 DC & CC rehearsals - all Tuesdays schools are in session
 Cantare & YE rehearsals - all Thursdays schools are in session

Board meeting - 1/20

Week	Event	Date/Time	Committee/Individual
1	Begin OCF Grant		Development
2	Begin creating publicity materials (poster, postcard)		Marketing
	RVYC Steering Committee Meeting	1/10, 5:00	Steering Comm. Pres.
	Committee reports due Monday before BOD meeting, packet sent to BOD next day		OM
3	Board Meeting	3rd Thursday, 5:15 pm	BOD president
4	Submit OCF Grant		Development
5	Planning begins for Stakeholder's Event (see task sheet)		Development
	Program content reminder		Marketing/ OM
	Update ad trades as needed		Development

February

RVC rehearsals 2/6, 2/13, 2/20, 2/27
 DC & CC rehearsals - all Tuesdays schools are in session
 Cantare & YE rehearsals - all Thursdays schools are in session

Board meeting - 2/17

Week	Event	Date/Time	Committee/Individual
1	Underwriting sent to JPR, adds to media, press releases, PSA's sent		Marketing
	discussion with AD about stage decor		
	follow up with retirement homes		Marketing
2	Begin OCT and US Bank Grant		Development
	Program content due		Marketing/ OM
	RVYC Steering Committee Meeting	2/14, 5:00	Steering Comm. Pres.
3	Committee reports due Monday before BOD meeting, packet sent to BOD next day		OM
	Board Meeting	3rd Thursday, 5:15 pm	BOD president
4	postcards sent, 1st email blast sent, forwarding email to singers sent		Marketing/ OM
	Program completed, sent to proofers		Marketing/ OM
5	Select date for Mid-March Governance meeting		BOD president

March

RVC rehearsals 3/6, 3/13, 3/20, 3/27
 DC & CC rehearsals - all Tuesdays schools are in session
 Cantare & YE rehearsals - all Thursdays schools are in session

Board meeting - 3/17

Week	Event	Date/Time	Committee/Individual
1	Begin OAC Operational Support Grant		Development
	2nd email blast sent		Marketing
	(possible) RVC, RVYC social event (talent show?), arrange flowers for AD/guests, water back stage	3/4 or 3/12?	Hospitality
2	Program sent to Printer	3/6	Marketing/ OM
	Deliver programs to Craterian	3/10	OM
	Prepare welcome, donor recognition, soft ask		BOD president
	Fest of Choirs Concert	3/11, 7:00 pm	All
	RVYC Steering Committee Meeting	3/14, 5:00	Steering Comm. Pres.
	Governance meeting-discuss slate of officers, BOD members, Arrange for assembling of new member packets (see task sheet)		BOD president
3	Underwriting sent to JPR, adds to media, press releases, PSA's sent		Marketing
	Committee reports due Monday before BOD meeting, packet sent to BOD next day		OM
	Board Meeting	3rd Thursday, 5:15 pm	BOD president
	Request for program content		Marketing, OM

	Begin creating publicity materials (poster, postcard)		Marketing
4	Submit OCT and US Bank Grant		Development
	follow up with retirement homes		Marketing
	Begin descriptors for next season's concerts		AD
5	postcards sent, 1st email blast sent, forwarding email to singers sent		Marketing/ OM
	update ad trades as needed		Marketing, OM
	Posters delivered to singers to hang	3/27	Marketing, OM

April

RVC rehearsals 4/3, 4/10, 4/17, 4/24
DC & CC rehearsals - all Tuesdays schools are in session
Cantare & YE rehearsals - all Thursdays schools are in session

Board meeting - 4/21

Week	Event	Date/Time	Committee/Individual
1	Begin MMT Grant		Development
	discussion with AD about stage decor		
2	Submit OAC Operational Support Grant	mid-April	Development
	Begin preparing Board/Staff evaluation forms (see task sheet)		BOD president (with ED)
	RVYC Steering Committee Meeting	4/11, 5:00	Steering Comm. Pres.
	Program sent to proofers		Marketing
3	Committee reports due Monday before BOD meeting, packet sent to BOD next day		OM
	Board Meeting, BOD to solicit new members	3rd Thursday, 5:15 pm	BOD president
	2nd email blast sent		Marketing
4	Submit MMT Grant		Development
	Concert descriptors completed for next season		AD
	Begin compiling budget items for treasurer		AD, OM, Committee chairs
5	Program completed, sent to printer		Marketing
	Plan post-concert party, potluck announcement to singers at rehearsal, arrange flowers for AD and guest artists, water back stage	4/24	hospitality
	Prepare welcome, donor recognition, soft ask		BOD president
	RVC Spring Concert (see task sheet)	4/29, 4/30	All
	Submit budget items to treasurer		AD, OM, committee chairs

May

RVC rehearsals - none
DC & CC rehearsals - all Tuesdays schools are in session
Cantare & YE rehearsals - all Thursdays schools are in session

Board meeting - 5/19

Week	Event	Date/Time	Committee/Individual
1	Collect donated dresses, update dress list		Wardrobe Chair
	Concert Descriptors sent to Craterian	5/1	OM
2	RVYC Steering Committee Meeting	2/9, 5:00	Steering Comm. Pres.
3	Committee reports due Monday before BOD meeting, packet sent to BOD next day, include		OM

	BOD/Staff evaluation forms to be returned at BOD meeting or via email		
	Proposed concert dates for 2018-2019 season selected		AD
	Board Meeting	3rd Thursday, 5:15 pm	BOD president
4	Finance committee meets to review budget draft, revised as needed		Treasurer
5			

June

RVC rehearsals - none
DC & CC rehearsals - none
Cantare & YE rehearsals - none

Board meeting - 6/16

Week	Event	Date/Time	Committee/Individual
1	Review/revise as needed contracts/professional service agreements		BOD Presidents
2	Renew staff contracts/professional service agreements		BOD President
3	Committee reports due Monday before BOD meeting, packet sent to BOD next day		OM
	Board Meeting, budget presented, collect BOD books from retiring members, Executive session to discuss BOD/staff evaluation results, new members nominated	3rd Thursday, 5:15 pm	BOD president
4			
5			