

BROCHURE CALENDAR SCHEDULE

2020 WINTER /SPRING (New Years to end of April)

REMEMBER save a space for any classes overlapping into the Winter/Spring that were in the Fall Brochure.

THINGS TO REMEMBER:

- Check **CATEGORIES, SUB-CATEGORIES, FEE ASSIGNMENTS & PROGRAM MANAGER** in RECPRO. Make sure they are assigned correctly. NOTE: Category & Sub Category decides tab program is found on website. If you want it in a different section talk to me.
- Check **POP UPS NOTES and SCHEDULE** Dates & Times in RECPRO.
- Prior to registration, **MOVE ALL last season's programs** with an overlapping start dates into this brochure.
- Now that RecPro goes by start dates instead of just seasons **WATCH your Program Numbering**, this change has caused some overlapping of number use.
- **Complete EXPENSES IN RECPRO** for last season. Include all expenses including staff hours (estimation). If you need to, ask accounting for a Expense Report for the number in question. Remember, **RECPRO** is just used by accounting for revenue receipts; Accounts Payable has the exact expense report... compare to your RECPRO expense budgets.

October	START Programming - Inputting into RECPRO for the Winter/Spring
Week of Oct 14	Send out AD INFO and PAYMENT STATEMENT/Invoice AD DEADLINE: Fri, Nov 8
Fri, Nov 1	FACILITY REQUESTS in (PR & RCS)
★ Fri, Nov 8 Deadline	PROGRAMMER'S Input S Drive » BROCHURE » Brochure STAFF FILES. <ul style="list-style-type: none"> • If your pages don't allow for additional space, place new program in a box and make sure it is touching the page you would like it. • Include overlapping programs from the last season. • <i>Programmers NEED to print out and COMPARE course listing and brochure pages that are being sent to the printer to make sure nothing was cut.</i>
<div style="border: 1px solid black; padding: 5px; width: fit-content;">SAVE a program box with it's Title even if you don't have a program's details yet.</div>	
Fri, Nov 8	Deadline for ADS
Mon, Nov 11	Brochure arranged & Ads placed
Mon, Nov 11	Request POST OFFICE BALANCE & the CHECK from accounting
Wed, Nov 13 STAFF MEETING 11:30 - 1:30 pm North Rm Potluck - Bring a dish to share.	
Fri, Nov 15	Call PRINTER, print NR address labels & do Brochure Mailing numbers
Week of Nov18	Final Check of pages & BROCHURE TO PRINTER
Mon, Nov 25	Move all Programs in RECPRO that need to be moved from Summer to Fall
The week of Nov 25	BROCHURE BUNDLED & MAILED NOTE: Our registration will officially begin on Monday, Nov 25, 2019 REMEMBER to <u>Never say NO</u> to anyone who comes in & wants a copy of our brochure. Please mail to Non-residents not on our list also if asked - give addresses to Stacey.
Fri, Dec 6	FLYERS, SCHEDULES & PRESS RELEASES completed by programmers. SAVE ALL FLYERS, SCHEDULES & Information passed out at programs on the S: DRIVE as a .pdf under Advertising Marketing in appropriate season. REMEMBER: Think QUALITY & MARKETING - MARKETING - MARKETING!
Mid January	All Budgets For LAST SEASON need to be complete in RECPRO
Mid January	PROGRAMS START Remember... don't put start dates to close to mail out date, or start of the next season. Move programs from last History shows giving a few weeks helps enrollment.