

FORD AMPHITHEATRE 2009 SEASON
MASTER CHECKLIST & SCHEDULE OF DEADLINES
 Updated 01/15/09

Due Date	Item	Recipient
Dec. 9	<input type="checkbox"/> Submit Information Sheet (via email prior to meeting) <input type="checkbox"/> Complete Mailing/Email List Information Sheet (via SurveyMonkey prior to meeting)	Alma Priscilla
Partnership Orientation Mtg. Dec. 9	<input type="checkbox"/> Submit artist photos for evaluation during meeting <input type="checkbox"/> All Partners: Schedule Production/Event Logistics meeting	Priscilla Arthur/Bill
Dec. 18 – Jan. 26 (as scheduled)	<input type="checkbox"/> All Partners: Attend Production/Event Logistics meeting NOTE: Partners will receive Ford Licensing Agreement Package with initial Tech Estimate within 3 to 5 days of Production/Event Logistics meeting and should return it within one week of receipt.	Arthur/Bill
TWO weeks After meeting	<input type="checkbox"/> Submit signed Ford Licensing Agreement with attachments	Heather/Alma
Jan. 10	<input type="checkbox"/> Submit Box Office Form	Breanna
Jan. 12	<input type="checkbox"/> Submit Snail-mail lists	Priscilla
Feb. 6	<input type="checkbox"/> Submit Community Outreach Partnership Program Form	Tram/Lizzet
Feb. 7	<input type="checkbox"/> Day-long marketing/pr workshop for Group A (June-July events)	Priscilla/Linda
Feb. 12	<input type="checkbox"/> Submit sponsor logos for season brochure	Priscilla
Feb. 19	<i>e-flyer template artists can customize available online Private Announcement of Season to "Friends of Ford" Donors and opportunity for them to purchase tickets in advance of public</i>	
March 3	<input type="checkbox"/> Postcard Group A (Events taking place June-July) <i>☞ See Deadlines Keyed to Your Event</i>	
March 25	<i>Season Press Announcement Season Published on Ford Website</i>	
April 1	<i>Tickets on sale to general public (web, mail, phone, fax & window); Ford e-mail list announcement; Season Brochures Mailed</i>	
	<input type="checkbox"/> Send Ford message to your email list	cc: Priscilla
April 10	<input type="checkbox"/> Group A Postcards delivered to mailing house	
April 25	<input type="checkbox"/> Day-long marketing/pr workshop for Group B (Aug-Sept-Oct)	Priscilla
May 4	<input type="checkbox"/> Postcard Group B (Events taking place Aug-Sept-Oct) <i>☞ See Deadlines Keyed to Your Event</i>	
June 5	Group B Postcards delivered to mailing house	
June 6	<i>SUMMER SEASON OFFICIALLY OPENS with first Partnership Program Event</i>	

NOTE TO ARTISTS: Items in Italics denote key events in the Ford marketing/production/box office schedule. They are for your information only. No participant action is needed.