

FORD AMPHITHEATRE 2010 SEASON  
**MASTER CHECKLIST & SCHEDULE OF DEADLINES**

Due Date	Item	Recipient
Dec. 4	<input type="checkbox"/> Submit Production Information Sheet (via email prior to meeting)	Alma
Dec. 8	<input type="checkbox"/> Complete Mailing/Email List Information Sheet (via SurveyMonkey prior to meeting)	Priscilla
	<input type="checkbox"/> Contract Information Form	Alma
	<input type="checkbox"/> Payee Data Record	Alma
<b>Partnership Orientation Mtg.</b>		
Dec. 8	<input type="checkbox"/> Submit artist photos for evaluation during meeting	Priscilla
	<input type="checkbox"/> All Partners: Schedule Production/Event Logistics meeting	Arthur/Bill
Dec. 18 – Jan. 26 (as scheduled)	<input type="checkbox"/> All Partners: Attend Production/Event Logistics meeting	Arthur/Bill
Jan.-Feb..	<input type="checkbox"/> Submit signed Ford Licensing Agreement with attachments	Heather/Alma
Jan. 11	<input type="checkbox"/> Submit Snail-mail lists	Priscilla
Jan. 22	<input type="checkbox"/> Submit Box Office form	Breanna
Jan. 30	<input type="checkbox"/> Day-long marketing/pr workshop for Group A (May-July events)	Priscilla/Linda
Feb. 5	<input type="checkbox"/> Submit Community Outreach Partnership Program Form	Tram/Lizzet
Feb. 8-March 31	<input type="checkbox"/> Set Group Sales Meetings for Group A	Eve
Feb. 12	<input type="checkbox"/> Submit web site content for event pages	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 May-July) ☞ See Deadlines Keyed to Your Event	
March 24	<i>Season Press Announcement Season Published on Ford Website</i>	
March 31	<input type="checkbox"/> Group A Postcards delivered to mailing house	
April 1	<i>Tickets on sale to general public (web, mail, phone, fax &amp; window); Ford e-mail list announcement; Season Brochures Mailed</i>	
	<input type="checkbox"/> Send Ford message to your email list	cc: Priscilla
April 17	<input type="checkbox"/> Day-long marketing/pr workshop for Group B (Aug-Sept-Oct)	
April 29-May 31	<input type="checkbox"/> Set Group Sales Meetings for Group B	Eve
April 30	<input type="checkbox"/> Postcard Group B (Events taking place Aug-Sept-Oct) ☞ See Deadlines Keyed to Your Event	
June 11	Group B Postcards delivered to mailing house	
May 29	<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.*