

OLDS COMMUNITY CHORUS JOB LIST: WINTER 2018

January	Pick up completed Concert CDs from Horst and arrange for distribution to members	Concert Coordinator - Recording
	Pick up Practice CDs from whoever is burning them for distribution	Operations
	send Jim and Twyla updated Spring Session information: start date, concert dates, practice CDs, video links, chorus picture from Winter Concert	Communications
	Contact members that have not returned from Winter session	
February		
	Contact Kiwanis Performing Arts re: mini poster in handbill at concert	Advertising - Concert
March	Contact Olds Community TV (Dean Owens) to record concert in Olds	Concert Coordinator - Recording
	Distribute concert posters to Chorus Members	Communications
	Contact Dunrite Printing with information for Spring Concert Poster/tickets/mini-posters; Verify poster proofs; print posters	Advertising - Concert - Printing
	NOTE: Add Albertan/Gazette and Olds Kiwanis Performing Arts Society to sponsor list	
	Advertise in Town of Olds Newsletter	Advertising - Concert
April	Distribute recruitment posters to Chorus members (for posting in August)	Communications
	Collect money for Spring Concert CDs	Operations
	Contact Hope Pointe Church to confirm use on Mondays for both sessions	Operations

	Deliver concert poster and 4 tickets to give away to radio station to advertize on community service	Community Relations
	Deliver 2 tickets to Dr. Boyter, 2 tickets to Horst Weber	Community Relations
	Coordinate Page turner for concert (has been Amber Dowell)	Concert Coordinator
	Coordinate ticket sales/program people for concerts	Concert Coordinator
	Setup Didsbury Zion Church for concert day before concert; risers	Concert Coordinator
	Contact Horst Weber about making CDs and taking Chorus photograph	Concert Coordinator - Recording
	Coordinate a Reception lead for after concert reception, if necessary	Social
	Plan after concert party; Collect money for party	Social
	Handout Spring mini posters after Mountain View Film Group film	
	Deliver Spring Concert Mini posters to Uptowne Olds business to have by checkouts, in coffee rooms, etc.	
	Deliver Spring Concert Mini posters to Kiwanis Performing Arts Society for inclusion in April 18, 2018 and May 1, 2018 Concert playbills.	Advertising - Concert
	Advertise in Coffee News, Buy and Sell,	
	Contact Alberta for column on chorus/concerts, advertize in Focus on Community column	
	Advertize in Olds Gazette one week before Spring concert	Advertising - Concert
	Request Olds Gazette to do an article on chorus and upcoming Spring concert	Advertising - Concert
	Book Town of Olds electronic sign and sign near Town Office 2 weeks before Spring concert	Advertising - Concert

	Print mini posters and tickets for Spring concert	Advertising - Concert - Printing
	Contact Dunrite Printing with information for Spring Concert Program; verify proofs; print program	Advertising - Concert - Printing
	Contact Dunrite Printing with information for Winter Recruitment Posters; verify and print	Advertising - Recruitment - Printing
	Request permission to distribute mini posters after Mountain View Film Group movie, Kiwanis Festival Performance, Kiwanis Music Society Concert/?	Advertising - Distribution
	Distribute mini posters to Church mailboxes Olds/Didsbury	Advertising - Distribution
	Distribute Spring Concert/Winter Recruitment posters in Didsbury (Brian Cutler has contact)	Advertising - Distribution
	Distribute recruitment posters to Chorus members (for posting in August)	Advertising - Recruitment
May	Determine dates for the Winter Concert	Concert Coordinator - Scheduling
	Research dates of other concerts for possible conflict	Concert Coordinator - Scheduling
	Book dates for the Winter Concert and Dress Rehearsal at Olds First Baptist Church, fill out and submit necessary forms Note: Sanctuary needed for Dress Rehearsal, Kitchen and Sanctuary are needed for Concert date	Concert Coordinator - Scheduling
	Book dates for the Winter Concert at Zion Evangelical Church in Didsbury	Concert Coordinator - Scheduling
	Get keys for Olds Baptist Church for set-up, open/close for Spring Concert	Concert Coordinator
	Create Reserved Seating signs	Concert Coordinator
	Pick up completed Concert CDs from Horst and arrange for distribution	Concert Coordinator - Recording

	CD Production: Deliver Dean Owens audio disc to Ross, once Ross decides which recording to use, deliver it to Horst and tell him # needed.	Concert Coordinator - Recording
	Return key to Hope Pointe Church	Operations
June	Update advertisement and submit to Didsbury Community Living Guide	Advertising - Recruitment
July	Pick-up keyboard from storage unit in Dr. Boyter's building and deliver it to whomever is making the practice CDs	Operations
	Advertize Winter Session Start information in Town of Olds Newsletter	Advertising - Recruitment
August	send Jim and Twyla updated Winter Session information: start date, concert dates, practice CDs, video links	Communications
	Email Chorus members to remind them to post recruitment posters	Communications
	Pick up key for Hope Pointe Church	Operations
	Sign-up for Didsbury Community Showcase space; determine who will man the table; get posters, tri-fold	Advertising
	Sign-up for Olds Community Showcase space; determine who will man the table - miniposters, tri-fold	Advertising
	Advertize for recruitment in Olds GazetteCommunity Events one week before start date	Advertising - Recruitment
	Organize radio interview	Advertising - Recruitment
	Book Town of Olds electronic sign two weeks before start-up	Advertising - Recruitment
	Update Tri-fold for advertising	Advertising - Recruitment
	Distribute recruitment posters at schools	Advertising - Distribution

	Establish Nominating Committee	
September		
	Research dates of other concerts for possible conflict Spring Concert	Concert Coordinator - Scheduling
	Book dates for the Spring Concert and Dress Rehearsal at Olds First Baptist Church, fill out and submit necessary forms Note: Sanctuary needed for Dress Rehearsal, Kitchen and Sanctuary are needed for Concert date	Concert Coordinator - Scheduling
	Book dates for the Spring Concert at Zion Evangelical Church in Didsbury	Concert Coordinator - Scheduling
	Contact Town of Olds to request to take part in Remembrance Day Ceremony	Concert Coordinator - Scheduling
	Contact Olds Chamber of Commerce to request to take part in Midnight Madness/Olds Fashioned Christmas	Concert Coordinator - Scheduling
	Send out notice of AGM to Chorus 21 days before AGM	Communications
	Email to Chorus: minutes, financial statements, both year-end and budget for next year for discussion at AGM	Communications
	Plan Social 1/2 hour for 4th week of term	Social
	Contact Olds Chamber of Commerce to get Winter Concert date on event list for Olds Fashioned Christmas	Advertising - Concert
October	Contact Olds Community TV (Dean Owens) to record concert in Olds	Concert Coordinator - Recording
	Contact Town of Olds Newsletter with Winter Concert date	Advertising - Concert
	Contact everythingolds.ca to add concert dates	
	Handout Winter Concert mini posters after Mountain View Film Group at November and possibly December film	

November		
	Contact Horst Weber about making CDs and taking Chorus photograph	Concert Coordinator - Recording
	Distribute Winter Concert/Spring Recruitment posters to Chorus Members	Operations
	send Jim and Twyla updated Spring Session information: start date, concert dates, practice CDs, video links	Communications
	Contact Dunrite Printing with information for Winter Concert Poster/tickets/mini-posters; Verify poster proofs; print posters	Advertising - Concert - Printing
	Contact Dunrite Printing with information for Winter Concert Program; verify proofs; print program	Advertising - Concert - Printing
	Print mini posters and tickets for Winter concert	Advertising - Concert - Printing
	Handout Winter Concert mini posters after Mountain View Film Group at November and possibly December film	
	Deliver Winter Concert Mini posters to Uptowne Olds business to have by checkouts, in coffee rooms, etc.	
	Deliver Winter Concert Mini posters to Kiwanis Performing Arts Society for inclusion in November and possibly December Concert playbills.	Advertising - Concert
	Advertise in Coffee News, Buy and Sell,	
	Contact Alberta for column on chorus/concerts, advertise in Focus on Community column	
	Distribute Winter Concert/Spring Recruitment posters in Didsbury (Brian Cutler has contact)	Advertising - Distribution
	Get keys for Olds Baptist Church for set-up, open/close for Spring Concert	Concert Coordinator

	Create Reserved Seating signs	Concert Coordinator
	Coordinate a Page turner for concert (has been Amber Dowell)	Concert Coordinator
	Coordinate ticket sales/program people for concerts	Concert Coordinator
	Setup Didsbury Zion Church for concert day before concert	Concert Coordinator
	CD Production: Deliver Dean Owens audio disc to Ross, once Ross decides which recording to use, deliver it to Horst and tell him # needed.	Concert Coordinator - Recording
	Collect money for Winter Concert CDs	Operations
	Pick-up keyboard from storage unit in Dr. Boyter's building and deliver it to whomever is making the practice CDs for Spring Session	Operations
	Coordinate a Reception lead for after concert receptions Olds/Didsbury; deliver event box, punch dispenser, etc.	Social
	Deliver concert poster and 4 tickets to give away to radio station to advertize on community service	Community Relations
	Deliver 2 tickets to Dr. Boyter, 2 tickets to Horst Weber	Community Relations
	Contact Olds Gazette with advertizement one week before concert	Advertising - Concert
	Request Olds Gazette to do an article on chorus and upcoming concert	Advertising - Concert
	Book Town of Olds electronic sign and sign near Town Office two weeks before Winter concert	Advertising - Concert
	Request permission to distribute mini-posters at Mountain View Film Group show/Kiwanis Music Society Concert/?	Advertising - Distribution
	Organize a radio interview for Spring recruitment?	Advertising - Recruitment
	Handout mini posters at Mountain View Film Group film	Advertising - Concert

	Distribute Recruitment Posters to schools	Advertising - Distribution
	Book Town of Olds electronic sign two weeks for Recruitment two weeks before Spring session?	Advertising - Recruitment
	Update Tri-fold for advertising at Winter Concerts	Advertising - Recruitment
December		