

Hendricks Symphonic Society

Organizational Time Line

<i>Date</i>	<i>Task</i>
July board meeting	Annual financial report
August 1 - August 31	Phone current season ticket holders about renewing
September 1- First Concert	Season ticket drive for new subscribers Media blitz the season
September 15	First Newsletter (tout upcoming season) and plug first concert(s)
October Board Meeting	First quarterly budget review
November 15-December 1	Second Newsletter (Christmas Concert) upcoming fund drive and end of tax year giving opportunities
January 1- April 30	Annual Fund Drive
January 15	Contact current donors about renewing/increasing contributions
January Board Meeting	Second Quarterly Budget review Concerto Competition (changes)
February 1	Third Newsletter (Winter concert(s)) plug annual fund drive
March 1-March 30	Phone current donors about renewing contributions
April 1	Committee budget requests due
April Board Meeting	Upcoming season approved Third Quarterly budget review
May 1	Fourth newsletter (plug last concert) Introduce upcoming season and flyers go to press
May Board meeting	Upcoming year budget approved Nominating committee report
Last concert	First season ticket sales
May 15- June 1	Season ticket renewal mailing (after the last concert)
	Recurring Items
1 month before each concert/event	Concert/event media blitz
1 week before each concert/event	Short electric media concert/event reminder to subscribers Send out network email about concert/event