

**CITY COLLEGE OF SAN FRANCISCO
CONCERT AND LECTURE SERIES**

TIMELINE FOR EVENTS

Times stated are minimum for optimum effectiveness. However, it is understood that these timelines are not always available.

ITEM	DESCRIPTION	COUNTDOWN
Proposal to Coordinator	Receive completed proposal with attached documentation (press kit, resume, bio etc.)	8 weeks
Proposal on C/LS Committee agenda	Concert and Lecture Series Committee must approve all programs and fees.	6 weeks
Publicity	Prepare press release, PSA Assign flyer design	5 weeks
Submit flyer to Duplicating	Allow five (5) working days for production	4 weeks
Media mailing	Releases to newspapers In-house publicity (campus publications) Special interest mailing Follow up phone calls	3 weeks
Media mailing	PSA's campus mailing community mailing list post flyers on campuses distribute at student centers	2 weeks
Arrangements:	Reserve space Arrange for usher/reception volunteers Arrange for any special master or mistress of ceremonies	5 weeks
Work orders	custodial work (cleaning, chair set up) audio-visual requests technical requirements programs or handouts	3 weeks
	Order a/v equipment, P.A. system	2 weeks
Introductions	Arrange final details of introduction of speaker or performer.	1 week
Post event activities	Thank you letters	1 week
	Evaluations	1-2 weeks
	Report to Committee	next meeting