

APRIL 2013

SUBJECT NPCC GALA

EVENT JUNE 21

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK 1	1 notes	2 OPTIONAL - MARQUEE 20/20 PROMO RUNS IN CONJUNCTION W/ GALA NEED MARQUEE COSTS & CITY OK	3 OPTIONAL: GALA: NPCC 5 YEAR GOALS AS PART OF INTRO SPEECH?	4	5	6/7
WEEK 2	8 notes	9 INITIAL PRESS RELEASE CONTACT MEDIA	10	11	12 SEND INVITES TO SPECIAL GUESTLIST RSVP BY APRIL 26	13/14
WEEK 3	15 notes	16 PRESS WEEK 1, RADIO, PRINT	17	18	19	20/21
WEEK 4	22 notes	23	24 NEED GALA FINAL LINEUP, 20 DAYS EVENT LINEUP INFO FOR TOUCHSTONE FOR MAY 1 WEEK	25 GALA POSTER TO PRINTERS	26 RSVP END DATE FOR SPECIAL GUEST LIST	27/28
WEEK 5	29 notes	30 FINALIZE GALA CATERING				
WEEK 6	 notes					

MAY 2013

SUBJECT NPCC GALA

EVENT JUNE 21

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK 1			1 PRESS RELEASE 2, CONCOURSE BANNERS, POSTERS, DECALS RELEASE	2	3 GALA GENERAL PUBLIC TICKET RELEASE	4/5
WEEK 2	6	7 PRESS WEEK 2, RADIO, PRINT NEED INFO FOR ARTWALK PAMPHLET	8	9	10	11/12
WEEK 3	13	14 ARTWALK VENUE DECALS TO PRINT	15 LINEUP PRES FOR 20 DAYS EVENTS AND GALA - FOR WEEK OF MAY 28	16 LINE UP PRESS FOR ARTWALK/STUDIO WALK - FOR WEEK OF MAY 28	17	18/19
WEEK 4	20	21 NEED FINAL INFO FOR GALA PROGRAMS & OTHER EVENT PRINT MATERIALS	22 INFO FOR STUDIOCRAWL PAMPHLET	23	24	25/26
WEEK 5	27	28 ARTWALK PAMPHLET RELEASE + WEB, VENUE DECALS	29	30	31 GALA POSTER 2 RELEASE (FULL DETAILS OF SHOW)	
WEEK 6						

JUNE 2013

SUBJECT NPCC GALA

EVENT JUNE 21

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SAT/SUN

WEEK 1		OPTIONAL: LINE UP INTERVIEWS WITH GALA PERFORMERS (RADIO/PRINT)				1/2 ARTWALK LAUNCH
WEEK 2	3	4 ALL PRINT MATERIALS FOR GALA NIGHT TO BE FINALIZED & TO PRESS	5	6	7	8/9 STUDIOCRAWL
WEEK 3	10	11	12	13	14	15/16
WEEK 4	17	18	19	20	21 GALA NIGHT	22/23 ARTWALK ENDS
WEEK 5	24 ARTWALK CLEANUP	25	26	27	28	29/30
WEEK 6						