

# Norwescon 37 / 2014

## Timeline Items

Excludes Completed Items

From: All Sections

To: All Sections

Updated	Due Date	Item #	Item Description	From Section	To Section	Status
<input checked="" type="checkbox"/>	07/15/2013	TL37-0004	Incidental charges list due	Doubletree Hotel	Hotel Liaison	Pending
<input type="checkbox"/>	09/01/2013	TL37-0026	Registration rate increased	Member Services	All	Pending
<input type="checkbox"/>	09/07/2013	TL37-0046	Job descriptions finalized	Executive Team	Personnel	Pending
<input type="checkbox"/>	09/07/2013	TL37-0050	Post-con report mailed	Publications	Membership	Pending
<input type="checkbox"/>	09/07/2013	TL37-0045	Hours for convention listed on website	Executive Team	Webmaster	Pending
<input type="checkbox"/>	10/15/2013	TL37-0068	Artist's Alley info listed on website	Art Show Manager	Webmaster	Pending
<input type="checkbox"/>	10/15/2013	TL37-0066	Art Show invites mailed	Art Show Manager	Artists	Pending
<input type="checkbox"/>	11/16/2013	TL37-0087	Hotel bar hours finalized	Doubletree Hotel	Hotel Liaison	Pending
<input type="checkbox"/>	11/16/2013	TL37-0088	Hotel restaurant hours finalized	Doubletree Hotel	Hotel Liaison	Pending
<input type="checkbox"/>	11/16/2013	TL37-0092	Late checkout list for hotel rooms due	Hotel Liaison	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	11/16/2013	TL37-0260	Provide assigned dance DJ names (Need for Big Bad Book)	Special Events	Programming	Pending
<input type="checkbox"/>	11/18/2013	TL37-0097	Badge art chosen	Member Services	Programming	Pending
<input checked="" type="checkbox"/>	12/01/2013	TL37-0089	Early access for hotel rooms sent & late check out for con sent	Hotel Liaison	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	12/01/2013	TL37-0093	Unused function space returned	Hotel Liaison	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	12/07/2013	TL37-0263	Harvest bios & panel descriptions (round 2)	Publications	Publications Staff	Pending
<input checked="" type="checkbox"/>	12/14/2013	TL37-0267	Panel descriptions due (dances, FFFS, Lazer Tag, Sunday event, etc)	Special Events	Publications	Pending
<input checked="" type="checkbox"/>	12/14/2013	TL37-0071	Room 3105 released back to hotel, if not needed	Convention Services	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	12/14/2013	TL37-0081	Room layouts from previous convention distributed	Layouts Designer	ConCom	Pending
<input checked="" type="checkbox"/>	12/14/2013	TL37-0107	Tech request due, non-programming/special events related	ConCom	Tech Services	Pending
<input checked="" type="checkbox"/>	12/14/2013	TL37-0308	Panel descriptions due (dances, FFFS, Lazer Tag, Sunday event, etc)	Special Events	Programming	Pending
<input checked="" type="checkbox"/>	12/14/2013	TL37-0250	Radio Requests Discussion	Convention Services	Executive Team	Pending

Updated	Due Date	Item #	Item Description	From Section	To Section	Status
<input checked="" type="checkbox"/>	12/15/2013	TL37-0047	Dealers' Room submission deadline	Dealers Room Liaison	Dealers	Pending
<input checked="" type="checkbox"/>	12/15/2013	TL37-0086	Hotel assigns Convention Services department liaison	Doubletree Hotel	Executive Team	Pending
<input checked="" type="checkbox"/>	12/15/2013	TL37-0156	Hotel gives us sliding scale of fees for late checkout	Doubletree Hotel	Executive Team	Pending
<input checked="" type="checkbox"/>	12/28/2013	TL37-0264	Harvest bios & panel descriptions (round 3)	Publications	Publications Staff	Pending
<input checked="" type="checkbox"/>	01/01/2014	TL37-0118	Summer Picnic Reservations begin	Personnel	Vendor	Pending
<input checked="" type="checkbox"/>	01/01/2014	TL37-0123	Inventory list provided	Doubletree Hotel	Executive Team	Pending
<input checked="" type="checkbox"/>	01/04/2014	TL37-0284	Draft meeting agendas sent to Executive Team (January Meeting)	Secretary	Executive Team	Pending
<input checked="" type="checkbox"/>	01/08/2014	TL37-0293	Revised meeting agendas sent back to Secretary (January Meeting)	Executive Team	Secretary	Pending
<input checked="" type="checkbox"/>	01/11/2014	TL37-0111	Lost badge fee set, for current convention	Executive Team	Executive Team	Pending
<input checked="" type="checkbox"/>	01/11/2014	TL37-0112	Pre-reg prices set for next convention (NWC 38)	Executive Team	Executive Team	Pending
<input checked="" type="checkbox"/>	01/11/2014	TL37-0142	Room layouts due	ConCom	Layouts Designer	Pending
<input checked="" type="checkbox"/>	01/11/2014	TL37-0251	Radio Requests Due	Executive Team	Convention Services	Pending
<input checked="" type="checkbox"/>	01/11/2014	TL37-0265	Harvest bios & panel descriptions (round 4)	Publications	Publications Staff	Pending
<input checked="" type="checkbox"/>	01/11/2014	TL37-0110	Day rates set, for current convention	Executive Team	Executive Team	Pending
<input type="checkbox"/>	01/11/2014	TL37-0155	Convention T-shirt design vote completed	Publications	ConCom	Pending
<input type="checkbox"/>	01/11/2014	TL37-0140	Computer requests due	ConCom	IT	Pending
<input checked="" type="checkbox"/>	01/11/2014	TL37-0128	Deposit for hotel due (January ConCom Meeting)	Business	Doubletree Hotel	Pending
<input type="checkbox"/>	01/11/2014	TL37-0158	Menu selection and prices to be confirmed	Doubletree Hotel	Executive Team	Pending
<input type="checkbox"/>	01/11/2014	TL37-0154	IT training for Registration staff	IT	ConCom	Pending
<input type="checkbox"/>	01/11/2014	TL37-0153	IT training for Art Show staff	IT	ConCom	Pending
<input type="checkbox"/>	01/11/2014	TL37-0151	Dealers' Room participants list finalized	Dealers Room Liaison	NA	Pending
<input type="checkbox"/>	01/11/2014	TL37-0150	Radio requests due	Executive Team	Vice Chair	Pending
<input type="checkbox"/>	01/11/2014	TL37-0149	Food requests due	Executive Team	Personnel	Pending
<input type="checkbox"/>	01/11/2014	TL37-0147	Volunteer requests due	ConCom	Personnel	Pending

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<input type="checkbox"/>	01/11/2014	TL37-0146	Subject listings	ConCom	Publications	Pending
<input type="checkbox"/>	01/11/2014	TL37-0144	Sign requests due, non-standard size signs only	ConCom	Publications	Pending
<input checked="" type="checkbox"/>	01/13/2014	TL37-0162	List of membership due for Program Book	Registration Services	Publications	Pending
<input type="checkbox"/>	01/13/2014	TL37-0164	Call for early submission to Daily 'Zine	Publications	Publications	Pending
<input checked="" type="checkbox"/>	01/15/2014	TL37-0108	Video list due, to Doubletree Hotel	Convention Services	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	01/16/2014	TL37-0302	Draft meeting minutes due to Executive Team to review (January Meeting)	Secretary	Executive Team	Pending
<input type="checkbox"/>	01/20/2014	TL37-0173	Badges/lanyards ordered	Member Services	Vendor	Pending
<input checked="" type="checkbox"/>	01/20/2014	TL37-0169	Artists attending listed on website	Art Show Manager	Webmaster	In Progress
<input checked="" type="checkbox"/>	01/20/2014	TL37-0165	Program Book & Pocket Program input due	ConCom	Publications	Pending
<input checked="" type="checkbox"/>	01/20/2014	TL37-0168	Artist Alley attending listed on website	Art Show Manager	Webmaster	Pending
<input checked="" type="checkbox"/>	01/20/2014	TL37-0176	Org list (current draft) for Program Book sent	Secretary	Publications	Pending
<input type="checkbox"/>	01/20/2014	TL37-0177	Subject listing, schedule grid, and panel descriptions	Special Events	Publications	Pending
<input type="checkbox"/>	01/20/2014	TL37-0174	Pocket Program grid finalized & sent (DATE INCORRECT, PENDING UPDATE SOON)	Programming	Publications	Pending
<input type="checkbox"/>	01/20/2014	TL37-0175	Subject listing, schedule grid, and panel descriptions (DATE INCORRECT, PENDING UPDATE SOON)	Programming	Publications	Pending
<input checked="" type="checkbox"/>	01/25/2014	TL37-0266	Harvest bios & panel descriptions (round 5)	Publications	Publications Staff	Pending
<input checked="" type="checkbox"/>	01/25/2014	TL37-0134	Big Bad Book meeting	Convention Services	Invite Only	Pending
<input checked="" type="checkbox"/>	01/26/2014	TL37-0126	eNewsletter sent, January	Publications	Membership	Pending
<input checked="" type="checkbox"/>	01/26/2014	TL37-0125	Pros attending listed on website	Programming	Webmaster	Pending
<input checked="" type="checkbox"/>	01/26/2014	TL37-0127	Short stories for program book	Publications	Publications	Pending
<input type="checkbox"/>	01/27/2014	TL37-0179	eNewsletter sent, February	Publications	Membership	Pending
<input type="checkbox"/>	01/31/2014	TL37-0132	Dealers Room acceptance/denial letters sent	Dealers Room Liaison	Dealers	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0129	Art Show participants list finalized & sent	Art Show Manager	Publications	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0285	Draft meeting agendas sent to Executive Team (February Meeting)	Secretary	Executive Team	Pending

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<input checked="" type="checkbox"/>	02/01/2014	TL37-0167	eNewsletter articles due, for February	Executive Team	Publications	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0152	Dealers' Room participants list provided	Dealers Room Liaison	Publications	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0148	eNewsletter articles due, for February	Executive Team	Publications	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0138	Acknowledgement page input due	ConCom	Publications	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0131	Artists' Alley participants list provided	Artists' Alley	Publications	Pending
<input type="checkbox"/>	02/01/2014	TL37-0184	Mechanical/technical walk through, Doubletree Hotel / invite only	Executive Team	Invite Only	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0135	Program Book "filler" pieces due	Programming	Publications	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0083	Members' Guide content changes deadline	Executive Team	Publications	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0085	Clubs attending listed on website	Lobby Services Liaison	Webmaster	Pending
<input checked="" type="checkbox"/>	02/01/2014	TL37-0104	Changes to hours for convention due	Executive Team	Publications	Pending
<input checked="" type="checkbox"/>	02/05/2014	TL37-0294	Revised meeting agendas sent back to Secretary (February Meeting)	Executive Team	Secretary	Pending
<input checked="" type="checkbox"/>	02/08/2014	TL37-0139	Check requests for pre-pays due (2nd to last ConCom meeting before con)	ConCom	Business	Pending
<input checked="" type="checkbox"/>	02/08/2014	TL37-0192	Transportation requests due	ConCom	Convention Services	Pending
<input type="checkbox"/>	02/08/2014	TL37-0193	Volunteer requests due	ConCom	Volunteers	Pending
<input type="checkbox"/>	02/08/2014	TL37-0191	Sign requests due (final), simple/computer generated signs only	ConCom	Publications	Pending
<input type="checkbox"/>	02/08/2014	TL37-0200	Gaming schedule listed on website	Special Events	Webmaster	Pending
<input type="checkbox"/>	02/08/2014	TL37-0190	Room requests due, for ConCom	ConCom	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	02/13/2014	TL37-0303	Draft meeting minutes due to Executive Team to review (February Meeting)	Secretary	Executive Team	Pending
<input checked="" type="checkbox"/>	02/15/2014	TL37-0201	Menu selection for food functions & banquets due	Doubletree Hotel	Executive Team	Pending
<input checked="" type="checkbox"/>	02/15/2014	TL37-0159	Video list answer response due, from Doubletree Hotel	Doubletree Hotel	Executive Team	Pending
<input type="checkbox"/>	02/17/2014	TL37-0206	Map and key for Lobby provided	Lobby Services Liaison	Publications	Pending
<input type="checkbox"/>	02/17/2014	TL37-0204	Map and key for Art Show provided	Art Show Manager	Publications	Pending
<input type="checkbox"/>	02/17/2014	TL37-0205	Map and key for Dealers' Room provided	Dealers Room Liaison	Publications	Pending

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<input type="checkbox"/>	02/17/2014	TL37-0208	Submit forms for printing	Registration Services	Publications	Pending
<input checked="" type="checkbox"/>	02/20/2014	TL37-0249	Hotel restaurant hours advertized	Hotel Liaison	Publications	Pending
<input checked="" type="checkbox"/>	02/20/2014	TL37-0268	Grid/Schedule FINAL (for print deadline, 8 weeks out from con)	Programming	Publications	Pending
<input checked="" type="checkbox"/>	02/20/2014	TL37-0209	eNewsletter articles due, for March	Executive Team	Publications	Pending
<input checked="" type="checkbox"/>	02/20/2014	TL37-0248	Hotel bar hours advertized	Hotel Liaison	Publications	Pending
<input type="checkbox"/>	02/24/2014	TL37-0210	List of membership due for Voodoo Message Board	Registration Services	Lobby Services Liaison	Pending
<input type="checkbox"/>	02/25/2014	TL37-0212	Pre-registration cut-off	Registration Services	Webmaster	Pending
<input checked="" type="checkbox"/>	03/01/2014	TL37-0286	Draft meeting agendas sent to Executive Team (March Meeting)	Secretary	Executive Team	Pending
<input checked="" type="checkbox"/>	03/01/2014	TL37-0217	Next year's convention info posted to website	Publications	Webmaster	Pending
<input checked="" type="checkbox"/>	03/01/2014	TL37-0196	Layouts provided, Doubletree Hotel Engineering	Layouts Designer	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	03/05/2014	TL37-0295	Revised meeting agendas sent back to Secretary (March Meeting)	Executive Team	Secretary	Pending
<input checked="" type="checkbox"/>	03/08/2014	TL37-0143	Room pull requests due	ConCom	Convention Services	Pending
<input checked="" type="checkbox"/>	03/08/2014	TL37-0189	Parking requests due, for staff parking at convention	ConCom	Office Services	Pending
<input checked="" type="checkbox"/>	03/08/2014	TL37-0194	Big Bad Book provided	Programming	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	03/08/2014	TL37-0195	Engineering letter due, to Doubletree Hotel Engineering	Convention Services	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	03/08/2014	TL37-0141	Key requests due	ConCom	Convention Services	Pending
<input checked="" type="checkbox"/>	03/08/2014	TL37-0199	Org chart/voter registration validation deadline	Secretary	Elections Team	Pending
<input checked="" type="checkbox"/>	03/13/2014	TL37-0304	Draft meeting minutes due to Executive Team to review (March Meeting)	Secretary	Executive Team	Pending
<input checked="" type="checkbox"/>	03/15/2014	TL37-0269	Pro names provided	Special Events	Programming	Pending
<input checked="" type="checkbox"/>	03/20/2014	TL37-0211	eNewsletter sent, March	Publications	Membership	Pending
<input type="checkbox"/>	03/20/2014	TL37-0221	eNewsletter articles due, for April	Executive Team	Publications	Pending
<input checked="" type="checkbox"/>	03/22/2014	TL37-0198	Membership eligible to vote list provided	Secretary	Elections Team	Pending
<input checked="" type="checkbox"/>	03/22/2014	TL37-0270	Membership eligible to vote list provided	Secretary	Chair	Pending
<input type="checkbox"/>	03/24/2014	TL37-0224	Final changes to maps/keys of Art Show, Dealers' Room, & Lobby	Member Services	Publications	Pending

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<input type="checkbox"/>	03/25/2014	TL37-0183	Master account room list due to hotel	Hotel Liaison	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	03/26/2014	TL37-0186	Room block reservation cut-off for Doubletree Hotel	Doubletree Hotel	ConCom	Pending
<input checked="" type="checkbox"/>	03/29/2014	TL37-0287	Draft meeting agendas sent to Executive Team (April Meeting)	Secretary	Executive Team	Pending
<input checked="" type="checkbox"/>	04/02/2014	TL37-0296	Revised meeting agendas sent back to Secretary (April Meeting)	Executive Team	Secretary	Pending
<input checked="" type="checkbox"/>	04/03/2014	TL37-0202	Reconciliation of Registration database completed (2 weeks prior to con)	Business	Registration Services	Pending
<input checked="" type="checkbox"/>	04/05/2014	TL37-0137	Elections, NWC 38: 1st nominations; 1st candidate Q&A	Elections Team	ConCom	Info Only
<input checked="" type="checkbox"/>	04/05/2014	TL37-0234	ConCom meeting, April	Chair	ConCom	Info Only
<input checked="" type="checkbox"/>	04/08/2014	TL37-0220	NWC 38 Elections: Nominations close	Elections Team	ConCom	Info Only
<input checked="" type="checkbox"/>	04/09/2014	TL37-0036	Proof of Insurance certificate to Doubletree Hotel	Business	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	04/09/2014	TL37-0197	Hotel resume meeting, invite only	Executive Team	Invite Only	Info Only
<input checked="" type="checkbox"/>	04/10/2014	TL37-0305	Draft meeting minutes due to Executive Team to review (April Meeting)	Secretary	Executive Team	Pending
<input checked="" type="checkbox"/>	04/10/2014	TL37-0203	Election statements from candidates due	Election Candidates	Elections Team	Pending
<input checked="" type="checkbox"/>	04/12/2014	TL37-0228	eNewsletter sent, April	Publications	Membership	Pending
<input checked="" type="checkbox"/>	04/12/2014	TL37-0231	Flyers and business cards for following year's convention ready	Publications	ConCom	Pending
<input checked="" type="checkbox"/>	04/13/2014	TL37-0215	Stuffing Party	Convention Services	ConCom	Info Only
<input checked="" type="checkbox"/>	04/13/2014	TL37-0216	Systems Integration Test	IT	IT	Pending
<input checked="" type="checkbox"/>	04/15/2014	TL37-0240	Website for NWC37 ready to turn over	Publications	ConCom	Pending
<input checked="" type="checkbox"/>	04/17/2014	TL37-0255	NWC portion of SWOC locker paid (by con)	Business	TBD	Pending
<input checked="" type="checkbox"/>	04/17/2014	TL37-0223	NWC 38 Elections: Ballots mailed out to voters	Elections Team	Eligible Voters	Info Only
<input checked="" type="checkbox"/>	04/17/2014	TL37-0226	Norwescon 37	NA	All	Info Only
<input checked="" type="checkbox"/>	04/20/2014	TL37-0214	Walk thru hotel (Damage Report)	Chair	Doubletree Hotel	Pending
<input checked="" type="checkbox"/>	04/21/2014	TL37-0232	Final bill due, to Doubletree Hotel (Monday after con, day after last day)	Doubletree Hotel	Business	Pending
<input checked="" type="checkbox"/>	04/27/2014	TL37-0218	Damage list due (w/in 7 days of con close), to Doubletree Hotel	Doubletree Hotel	Business	Pending

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<input type="checkbox"/>	05/01/2014	TL37-0242	Hotel convention report due	Doubletree Hotel	Executive Team	Pending
<input checked="" type="checkbox"/>	05/03/2014	TL37-0279	Draft meeting agendas sent to Chair & Vice Chair (May Meeting)	Secretary	Chair	Pending
<input checked="" type="checkbox"/>	05/10/2014	TL37-0288	Draft meeting agendas sent to Executive Team (May Meeting)	Secretary	Executive Team	Pending
<input checked="" type="checkbox"/>	05/14/2014	TL37-0297	Revised meeting agendas sent back to Secretary (May Meeting)	Executive Team	Secretary	Pending
<input checked="" type="checkbox"/>	05/17/2014	TL37-0235	NWC 38 Elections close	Elections Team	ConCom	Info Only
<input checked="" type="checkbox"/>	05/17/2014	TL37-0244	ConCom meeting, May post-con	Chair	ConCom	Info Only
<input checked="" type="checkbox"/>	05/17/2014	TL37-0233	NWC 38 Elections: Last date to turn in ballots	Eligible Voters	Elections Team	Info Only
<input checked="" type="checkbox"/>	05/17/2014	TL37-0253	Insurance policy paid (by May meeting)	Business	Insurance Company	Pending
<input checked="" type="checkbox"/>	05/20/2014	TL37-0213	Artists checks mailed	Treasurer	Artists	Pending
<input checked="" type="checkbox"/>	05/22/2014	TL37-0241	Onions & Roses document due	Secretary	Executive Team	Pending
<input checked="" type="checkbox"/>	05/22/2014	TL37-0306	Draft meeting minutes due to Executive Team to review (May Meeting)	Secretary	Executive Team	Pending
<input checked="" type="checkbox"/>	06/01/2014	TL37-0243	Post-con report articles due, from Executive Team (except Business)	Executive Team (Except Busin	Publications	Pending
<input checked="" type="checkbox"/>	06/15/2014	TL37-0229	Check requests, last call	Treasurer	ConCom	Info Only
<input checked="" type="checkbox"/>	06/30/2014	TL37-0236	Books for current convention close (last day of June)	Business	ConCom	Pending
<input checked="" type="checkbox"/>	06/30/2014	TL37-0256	NWSFS paid	Business	NWSFS	Pending
<input checked="" type="checkbox"/>	06/30/2014	TL37-0257	NW Harvest paid	Business	NW Harvest	Pending
<input checked="" type="checkbox"/>	08/01/2014	TL37-0238	PR schedule for NWC 38 due	Publications	Chair	Pending
<input checked="" type="checkbox"/>	08/01/2014	TL37-0239	Publications schedule for NWC 38 due	Publications	Chair	Pending
<input checked="" type="checkbox"/>	08/01/2014	TL37-0245	Final numbers due, for post-con report	Business	Publications	Pending
<input checked="" type="checkbox"/>	08/01/2014	TL37-0247	Post-con report article due, from Business	Business	Publications	Pending