# Norwescon 37 / 2014
## Timeline Items
### Excludes Completed Items

From: Chair

To: Chair

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---------|----------|--------|------------------|--------------|------------|--------|
| ☑ | 03/08/2014 | TL37-0199 | Org chart/voter registration validation deadline | Secretary | Elections Team | Pending |
| ☑ | 03/22/2014 | TL37-0270 | Membership eligible to vote list provided | Secretary | Chair | Pending |
| ☑ | 03/22/2014 | TL37-0198 | Membership eligible to vote list provided | Secretary | Elections Team | Pending |
| ☑ | 04/05/2014 | TL37-0234 | ConCom meeting, April | Chair | ConCom | Info Only |
| ☑ | 04/05/2014 | TL37-0137 | Elections, NWC 38: 1st nominations; 1st candidate Q&A | Elections Team | ConCom | Info Only |
| ☑ | 04/08/2014 | TL37-0220 | NWC 38 Elections: Nominations close | Elections Team | ConCom | Info Only |
| ☑ | 04/10/2014 | TL37-0203 | Election statements from candidates due | Election Candidates | Elections Team | Pending |
| ☑ | 04/17/2014 | TL37-0223 | NWC 38 Elections: Ballots mailed out to voters | Elections Team | Eligible Voters | Info Only |
| ☑ | 04/20/2014 | TL37-0214 | Walk thru hotel (Damage Report) | Chair | Doubletree Hotel | Pending |
| ☑ | 05/03/2014 | TL37-0279 | Draft meeting agendas sent to Chair & Vice Chair (May Meeting) | Secretary | Chair | Pending |
| ☑ | 05/17/2014 | TL37-0244 | ConCom meeting, May post-con | Chair | ConCom | Info Only |
| ☑ | 05/17/2014 | TL37-0235 | NWC 38 Elections close | Elections Team | ConCom | Info Only |
| ☑ | 05/17/2014 | TL37-0233 | NWC 38 Elections: Last date to turn in ballots | Eligible Voters | Elections Team | Info Only |
| ☑ | 08/01/2014 | TL37-0239 | Publications schedule for NWC 38 due | Publications | Chair | Pending |
| ☑ | 08/01/2014 | TL37-0238 | PR schedule for NWC 38 due | Publications | Chair | Pending |

# Norwescon 37 / 2014
## Timeline Items
### Excludes Completed Items

From: Vice Chair

To: Vice Chair

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|:---:|---|---|---|:---:|:---:|:---:|
| ☑ | 07/15/2013 | TL37-0004 | Incidental charges list due | Doubletree Hotel | Hotel Liaison | Pending |
| ☐ | 11/16/2013 | TL37-0092 | Late checkout list for hotel rooms due | Hotel Liaison | Doubletree Hotel | Pending |
| ☐ | 11/16/2013 | TL37-0088 | Hotel restaurant hours finalized | Doubletree Hotel | Hotel Liaison | Pending |
| ☐ | 11/16/2013 | TL37-0087 | Hotel bar hours finalized | Doubletree Hotel | Hotel Liaison | Pending |
| ☑ | 12/01/2013 | TL37-0089 | Early access for hotel rooms sent & late check out for con sent | Hotel Liaison | Doubletree Hotel | Pending |
| ☑ | 12/01/2013 | TL37-0093 | Unused function space returned | Hotel Liaison | Doubletree Hotel | Pending |
| ☑ | 12/14/2013 | TL37-0071 | Room 3105 released back to hotel, if not needed | Convention Services | Doubletree Hotel | Pending |
| ☑ | 12/15/2013 | TL37-0086 | Hotel assigns Convention Services department liaison | Doubletree Hotel | Executive Team | Pending |
| ☑ | 12/15/2013 | TL37-0156 | Hotel gives us sliding scale of fees for late checkout | Doubletree Hotel | Executive Team | Pending |
| ☑ | 01/01/2014 | TL37-0123 | Inventory list provided | Doubletree Hotel | Executive Team | Pending |
| ☐ | 01/11/2014 | TL37-0150 | Radio requests due | Executive Team | Vice Chair | Pending |
| ☐ | 01/11/2014 | TL37-0158 | Menu selection and prices to be confirmed | Doubletree Hotel | Executive Team | Pending |
| ☑ | 01/11/2014 | TL37-0128 | Deposit for hotel due (January ConCom Meeting) | Business | Doubletree Hotel | Pending |
| ☑ | 01/15/2014 | TL37-0108 | Video list due, to Doubletree Hotel | Convention Services | Doubletree Hotel | Pending |
| ☐ | 02/08/2014 | TL37-0190 | Room requests due, for ConCom | ConCom | Doubletree Hotel | Pending |
| ☑ | 02/15/2014 | TL37-0159 | Video list answer response due, from Doubletree Hotel | Doubletree Hotel | Executive Team | Pending |
| ☑ | 02/15/2014 | TL37-0201 | Menu selection for food functions & banquets due | Doubletree Hotel | Executive Team | Pending |
| ☑ | 02/20/2014 | TL37-0249 | Hotel restaurant hours advertized | Hotel Liaison | Publications | Pending |
| ☑ | 02/20/2014 | TL37-0248 | Hotel bar hours advertized | Hotel Liaison | Publications | Pending |
| ☑ | 03/01/2014 | TL37-0196 | Layouts provided, Doubletree Hotel Engineering | Layouts Designer | Doubletree Hotel | Pending |
| ☑ | 03/08/2014 | TL37-0195 | Engineering letter due, to Doubletree Hotel Engineering | Convention Services | Doubletree Hotel | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☑ | 03/08/2014 | TL37-0194 | Big Bad Book provided | Programming | Doubletree Hotel | Pending |
| ☐ | 03/25/2014 | TL37-0183 | Master account room list due to hotel | Hotel Liaison | Doubletree Hotel | Pending |
| ☑ | 03/26/2014 | TL37-0186 | Room block reservation cut-off for Doubletree Hotel | Doubletree Hotel | ConCom | Pending |
| ☑ | 04/09/2014 | TL37-0036 | Proof of Insurance certificate to Doubletree Hotel | Business | Doubletree Hotel | Pending |
| ☑ | 04/20/2014 | TL37-0214 | Walk thru hotel (Damage Report) | Chair | Doubletree Hotel | Pending |
| ☑ | 04/21/2014 | TL37-0232 | Final bill due, to Doubletree Hotel (Monday after con, day after last day) | Doubletree Hotel | Business | Pending |
| ☑ | 04/27/2014 | TL37-0218 | Damage list due (w/in 7 days of con close), to Doubletree Hotel | Doubletree Hotel | Business | Pending |
| ☐ | 05/01/2014 | TL37-0242 | Hotel convention report due | Doubletree Hotel | Executive Team | Pending |

# Norwescon 37 / 2014
## Timeline Items
Excludes Completed Items

From: Secretary

To: Secretary

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---------|----------|--------|------------------|--------------|------------|--------|
| ☑ | 01/04/2014 | TL37-0284 | Draft meeting agendas sent to Executive Team (January Meeting) | Secretary | Executive Team | Pending |
| ☑ | 01/08/2014 | TL37-0293 | Revised meeting agendas sent back to Secretary (January Meeting) | Executive Team | Secretary | Pending |
| ☑ | 01/16/2014 | TL37-0302 | Draft meeting minutes due to Executive Team to review (January Meeting) | Secretary | Executive Team | Pending |
| ☑ | 01/20/2014 | TL37-0176 | Org list (current draft) for Program Book sent | Secretary | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0285 | Draft meeting agendas sent to Executive Team (February Meeting) | Secretary | Executive Team | Pending |
| ☑ | 02/05/2014 | TL37-0294 | Revised meeting agendas sent back to Secretary (February Meeting) | Executive Team | Secretary | Pending |
| ☑ | 02/13/2014 | TL37-0303 | Draft meeting minutes due to Executive Team to review (February Meeting) | Secretary | Executive Team | Pending |
| ☑ | 03/01/2014 | TL37-0286 | Draft meeting agendas sent to Executive Team (March Meeting) | Secretary | Executive Team | Pending |
| ☑ | 03/05/2014 | TL37-0295 | Revised meeting agendas sent back to Secretary (March Meeting) | Executive Team | Secretary | Pending |
| ☑ | 03/08/2014 | TL37-0199 | Org chart/voter registration validation deadline | Secretary | Elections Team | Pending |
| ☑ | 03/13/2014 | TL37-0304 | Draft meeting minutes due to Executive Team to review (March Meeting) | Secretary | Executive Team | Pending |
| ☑ | 03/22/2014 | TL37-0270 | Membership eligible to vote list provided | Secretary | Chair | Pending |
| ☑ | 03/22/2014 | TL37-0198 | Membership eligible to vote list provided | Secretary | Elections Team | Pending |
| ☑ | 03/29/2014 | TL37-0287 | Draft meeting agendas sent to Executive Team (April Meeting) | Secretary | Executive Team | Pending |
| ☑ | 04/02/2014 | TL37-0296 | Revised meeting agendas sent back to Secretary (April Meeting) | Executive Team | Secretary | Pending |
| ☑ | 04/10/2014 | TL37-0305 | Draft meeting minutes due to Executive Team to review (April Meeting) | Secretary | Executive Team | Pending |
| ☑ | 05/03/2014 | TL37-0279 | Draft meeting agendas sent to Chair & Vice Chair (May Meeting) | Secretary | Chair | Pending |
| ☑ | 05/10/2014 | TL37-0288 | Draft meeting agendas sent to Executive Team (May Meeting) | Secretary | Executive Team | Pending |
| ☑ | 05/14/2014 | TL37-0297 | Revised meeting agendas sent back to Secretary (May Meeting) | Executive Team | Secretary | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☑ | 05/22/2014 | TL37-0306 | Draft meeting minutes due to Executive Team to review (May Meeting) | Secretary | Executive Team | Pending |
| ☑ | 05/22/2014 | TL37-0241 | Onions & Roses document due | Secretary | Executive Team | Pending |

# Norwescon 37 / 2014
## Timeline Items
### Excludes Completed Items

From: Business

To: Business

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ✔ | 01/11/2014 | TL37-0128 | Deposit for hotel due (January ConCom Meeting) | Business | Doubletree Hotel | Pending |
| ✔ | 02/08/2014 | TL37-0139 | Check requests for pre-pays due (2nd to last ConCom meeting before con) | ConCom | Business | Pending |
| ✔ | 04/03/2014 | TL37-0202 | Reconciliation of Registration database completed (2 weeks prior to con) | Business | Registration Services | Pending |
| ✔ | 04/09/2014 | TL37-0036 | Proof of Insurance certificate to Doubletree Hotel | Business | Doubletree Hotel | Pending |
| ✔ | 04/17/2014 | TL37-0255 | NWC portion of SWOC locker paid (by con) | Business | TBD | Pending |
| ✔ | 04/21/2014 | TL37-0232 | Final bill due, to Doubletree Hotel (Monday after con, day after last day) | Doubletree Hotel | Business | Pending |
| ✔ | 04/27/2014 | TL37-0218 | Damage list due (w/in 7 days of con close), to Doubletree Hotel | Doubletree Hotel | Business | Pending |
| ✔ | 05/17/2014 | TL37-0253 | Insurance policy paid (by May meeting) | Business | Insurance Company | Pending |
| ✔ | 06/30/2014 | TL37-0257 | NW Harvest paid | Business | NW Harvest | Pending |
| ✔ | 06/30/2014 | TL37-0256 | NWSFS paid | Business | NWSFS | Pending |
| ✔ | 06/30/2014 | TL37-0236 | Books for current convention close (last day of June) | Business | ConCom | Pending |
| ✔ | 08/01/2014 | TL37-0247 | Post-con report article due, from Business | Business | Publications | Pending |
| ✔ | 08/01/2014 | TL37-0245 | Final numbers due, for post-con report | Business | Publications | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☑ | 05/20/2014 | TL37-0213 | Artists checks mailed | Treasurer | Artists | Pending |
| ☑ | 06/15/2014 | TL37-0229 | Check requests, last call | Treasurer | ConCom | Info Only |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☐ | 09/01/2013 | TL37-0026 | Registration rate increased | Member Services | All | Pending |
| ☐ | 10/15/2013 | TL37-0068 | Artist's Alley info listed on website | Art Show Manager | Webmaster | Pending |
| ☐ | 10/15/2013 | TL37-0066 | Art Show invites mailed | Art Show Manager | Artists | Pending |
| ☐ | 11/18/2013 | TL37-0097 | Badge art chosen | Member Services | Programming | Pending |
| ☑ | 12/15/2013 | TL37-0047 | Dealers' Room submission deadline | Dealers Room Liaison | Dealers | Pending |
| ☐ | 01/11/2014 | TL37-0154 | IT training for Registration staff | IT | ConCom | Pending |
| ☐ | 01/11/2014 | TL37-0153 | IT training for Art Show staff | IT | ConCom | Pending |
| ☐ | 01/11/2014 | TL37-0151 | Dealers' Room participants list finalized | Dealers Room Liaison | NA | Pending |
| ☐ | 01/11/2014 | TL37-0140 | Computer requests due | ConCom | IT | Pending |
| ☑ | 01/13/2014 | TL37-0162 | List of membership due for Program Book | Registration Services | Publications | Pending |
| ☐ | 01/20/2014 | TL37-0173 | Badges/lanyards ordered | Member Services | Vendor | Pending |
| ☑ | 01/20/2014 | TL37-0168 | Artist Alley attending listed on website | Art Show Manager | Webmaster | Pending |
| ☑ | 01/20/2014 | TL37-0169 | Artists attending listed on website | Art Show Manager | Webmaster | In Progress |
| ☐ | 01/31/2014 | TL37-0132 | Dealers Room acceptance/denial letters sent | Dealers Room Liaison | Dealers | Pending |
| ☑ | 02/01/2014 | TL37-0131 | Artists' Alley participants list provided | Artists' Alley | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0152 | Dealers' Room participants list provided | Dealers Room Liaison | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0085 | Clubs attending listed on website | Lobby Services Liaison | Webmaster | Pending |
| ☑ | 02/01/2014 | TL37-0129 | Art Show participants list finalized & sent | Art Show Manager | Publications | Pending |
| ☐ | 02/17/2014 | TL37-0208 | Submit forms for printing | Registration Services | Publications | Pending |
| ☐ | 02/17/2014 | TL37-0204 | Map and key for Art Show provided | Art Show Manager | Publications | Pending |
| ☐ | 02/17/2014 | TL37-0205 | Map and key for Dealers' Room provided | Dealers Room Liaison | Publications | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☐ | 02/17/2014 | TL37-0206 | Map and key for Lobby provided | Lobby Services Liaison | Publications | Pending |
| ☐ | 02/24/2014 | TL37-0210 | List of membership due for Voodoo Message Board | Registration Services | Lobby Services Liaison | Pending |
| ☐ | 02/25/2014 | TL37-0212 | Pre-registration cut-off | Registration Services | Webmaster | Pending |
| ☐ | 03/24/2014 | TL37-0224 | Final changes to maps/keys of Art Show, Dealers' Room, & Lobby | Member Services | Publications | Pending |
| ☑ | 04/03/2014 | TL37-0202 | Reconciliation of Registration database completed (2 weeks prior to con) | Business | Registration Services | Pending |
| ☑ | 04/13/2014 | TL37-0216 | Systems Integration Test | IT | IT | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---------|----------|--------|------------------|--------------|------------|--------|
| ☐ | 09/07/2013 | TL37-0045 | Hours for convention listed on website | Executive Team | Webmaster | Pending |
| ☐ | 09/07/2013 | TL37-0050 | Post-con report mailed | Publications | Membership | Pending |
| ☐ | 10/15/2013 | TL37-0068 | Artist's Alley info listed on website | Art Show Manager | Webmaster | Pending |
| ☑ | 12/07/2013 | TL37-0263 | Harvest bios & panel descriptions (round 2) | Publications | Publications Staff | Pending |
| ☑ | 12/14/2013 | TL37-0267 | Panel descriptions due (dances, FFFS, Lazer Tag, Sunday event, etc) | Special Events | Publications | Pending |
| ☑ | 12/28/2013 | TL37-0264 | Harvest bios & panel descriptions (round 3) | Publications | Publications Staff | Pending |
| ☑ | 01/11/2014 | TL37-0265 | Harvest bios & panel descriptions (round 4) | Publications | Publications Staff | Pending |
| ☐ | 01/11/2014 | TL37-0146 | Subject listings | ConCom | Publications | Pending |
| ☐ | 01/11/2014 | TL37-0144 | Sign requests due, non-standard size signs only | ConCom | Publications | Pending |
| ☐ | 01/11/2014 | TL37-0155 | Convention T-shirt design vote completed | Publications | ConCom | Pending |
| ☑ | 01/13/2014 | TL37-0162 | List of membership due for Program Book | Registration Services | Publications | Pending |
| ☐ | 01/13/2014 | TL37-0164 | Call for early submission to Daily 'Zine | Publications | Publications | Pending |
| ☑ | 01/20/2014 | TL37-0165 | Program Book & Pocket Program input due | ConCom | Publications | Pending |
| ☑ | 01/20/2014 | TL37-0176 | Org list (current draft) for Program Book sent | Secretary | Publications | Pending |
| ☑ | 01/20/2014 | TL37-0168 | Artist Alley attending listed on website | Art Show Manager | Webmaster | Pending |
| ☑ | 01/20/2014 | TL37-0169 | Artists attending listed on website | Art Show Manager | Webmaster | In Progress |
| ☐ | 01/20/2014 | TL37-0175 | Subject listing, schedule grid, and panel descriptions (DATE INCORRECT, PENDING UPDATE SOON) | Programming | Publications | Pending |
| ☐ | 01/20/2014 | TL37-0177 | Subject listing, schedule grid, and panel descriptions | Special Events | Publications | Pending |
| ☐ | 01/20/2014 | TL37-0174 | Pocket Program grid finalized & sent (DATE INCORRECT, PENDING UPDATE SOON) | Programming | Publications | Pending |
| ☑ | 01/25/2014 | TL37-0266 | Harvest bios & panel descriptions (round 5) | Publications | Publications Staff | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---------|----------|--------|-----------------|--------------|------------|--------|
| ☑ | 01/26/2014 | TL37-0125 | Pros attending listed on website | Programming | Webmaster | Pending |
| ☑ | 01/26/2014 | TL37-0126 | eNewsletter sent, January | Publications | Membership | Pending |
| ☑ | 01/26/2014 | TL37-0127 | Short stories for program book | Publications | Publications | Pending |
| ☐ | 01/27/2014 | TL37-0179 | eNewsletter sent, February | Publications | Membership | Pending |
| ☑ | 02/01/2014 | TL37-0131 | Artists' Alley participants list provided | Artists' Alley | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0135 | Program Book "filler" pieces due | Programming | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0138 | Acknowledgement page input due | ConCom | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0148 | eNewsletter articles due, for February | Executive Team | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0152 | Dealers' Room participants list provided | Dealers Room Liaison | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0167 | eNewsletter articles due, for February | Executive Team | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0104 | Changes to hours for convention due | Executive Team | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0083 | Members' Guide content changes deadline | Executive Team | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0129 | Art Show participants list finalized & sent | Art Show Manager | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0085 | Clubs attending listed on website | Lobby Services Liaison | Webmaster | Pending |
| ☐ | 02/08/2014 | TL37-0191 | Sign requests due (final), simple/computer generated signs only | ConCom | Publications | Pending |
| ☐ | 02/08/2014 | TL37-0200 | Gaming schedule listed on website | Special Events | Webmaster | Pending |
| ☐ | 02/17/2014 | TL37-0204 | Map and key for Art Show provided | Art Show Manager | Publications | Pending |
| ☐ | 02/17/2014 | TL37-0208 | Submit forms for printing | Registration Services | Publications | Pending |
| ☐ | 02/17/2014 | TL37-0206 | Map and key for Lobby provided | Lobby Services Liaison | Publications | Pending |
| ☐ | 02/17/2014 | TL37-0205 | Map and key for Dealers' Room provided | Dealers Room Liaison | Publications | Pending |
| ☑ | 02/20/2014 | TL37-0249 | Hotel restaurant hours advertized | Hotel Liaison | Publications | Pending |
| ☑ | 02/20/2014 | TL37-0268 | Grid/Schedule FINAL (for print deadline, 8 weeks out from con) | Programming | Publications | Pending |
| ☑ | 02/20/2014 | TL37-0248 | Hotel bar hours advertized | Hotel Liaison | Publications | Pending |
| ☑ | 02/20/2014 | TL37-0209 | eNewsletter articles due, for March | Executive Team | Publications | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☐ | 02/25/2014 | TL37-0212 | Pre-registration cut-off | Registration Services | Webmaster | Pending |
| ☑ | 03/01/2014 | TL37-0217 | Next year's convention info posted to website | Publications | Webmaster | Pending |
| ☐ | 03/20/2014 | TL37-0221 | eNewsletter articles due, for April | Executive Team | Publications | Pending |
| ☑ | 03/20/2014 | TL37-0211 | eNewsletter sent, March | Publications | Membership | Pending |
| ☐ | 03/24/2014 | TL37-0224 | Final changes to maps/keys of Art Show, Dealers' Room, & Lobby | Member Services | Publications | Pending |
| ☑ | 04/12/2014 | TL37-0231 | Flyers and business cards for following year's convention ready | Publications | ConCom | Pending |
| ☑ | 04/12/2014 | TL37-0228 | eNewsletter sent, April | Publications | Membership | Pending |
| ☑ | 04/15/2014 | TL37-0240 | Website for NWC37 ready to turn over | Publications | ConCom | Pending |
| ☑ | 06/01/2014 | TL37-0243 | Post-con report articles due, from Exectutive Team (except Business) cutive Team (Except Busin | Publications | Pending |
| ☑ | 08/01/2014 | TL37-0238 | PR schedule for NWC 38 due | Publications | Chair | Pending |
| ☑ | 08/01/2014 | TL37-0239 | Publications schedule for NWC 38 due | Publications | Chair | Pending |
| ☑ | 08/01/2014 | TL37-0245 | Final numbers due, for post-con report | Business | Publications | Pending |
| ☑ | 08/01/2014 | TL37-0247 | Post-con report article due, from Business | Business | Publications | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---------|----------|--------|------------------|--------------|------------|--------|
| ☑ | 12/14/2013 | TL37-0250 | Radio Requests Discussion | Convention Services | Executive Team | Pending |
| ☑ | 12/14/2013 | TL37-0107 | Tech request due, non-programming/special events related | ConCom | Tech Services | Pending |
| ☑ | 12/14/2013 | TL37-0081 | Room layouts from previous convention distributed | Layouts Designer | ConCom | Pending |
| ☑ | 12/14/2013 | TL37-0071 | Room 3105 released back to hotel, if not needed | Convention Services | Doubletree Hotel | Pending |
| ☑ | 01/11/2014 | TL37-0251 | Radio Requests Due | Executive Team | Convention Services | Pending |
| ☑ | 01/11/2014 | TL37-0142 | Room layouts due | ConCom | Layouts Designer | Pending |
| ☑ | 01/15/2014 | TL37-0108 | Video list due, to Doubletree Hotel | Convention Services | Doubletree Hotel | Pending |
| ☑ | 01/25/2014 | TL37-0134 | Big Bad Book meeting | Convention Services | Invite Only | Pending |
| ☑ | 02/08/2014 | TL37-0192 | Transportation requests due | ConCom | Convention Services | Pending |
| ☑ | 03/01/2014 | TL37-0196 | Layouts provided, Doubletree Hotel Engineering | Layouts Designer | Doubletree Hotel | Pending |
| ☑ | 03/08/2014 | TL37-0195 | Engineering letter due, to Doubletree Hotel Engineering | Convention Services | Doubletree Hotel | Pending |
| ☑ | 03/08/2014 | TL37-0189 | Parking requests due, for staff parking at convention | ConCom | Office Services | Pending |
| ☑ | 03/08/2014 | TL37-0143 | Room pull requests due | ConCom | Convention Services | Pending |
| ☑ | 03/08/2014 | TL37-0141 | Key requests due | ConCom | Convention Services | Pending |
| ☑ | 04/13/2014 | TL37-0215 | Stuffing Party | Convention Services | ConCom | Info Only |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☑ | 11/16/2013 | TL37-0260 | Provide assigned dance DJ names (Need for Big Bad Book) | Special Events | Programming | Pending |
| ☐ | 11/18/2013 | TL37-0097 | Badge art chosen | Member Services | Programming | Pending |
| ☑ | 12/14/2013 | TL37-0308 | Panel descriptions due (dances, FFFS, Lazer Tag, Sunday event, etc) | Special Events | Programming | Pending |
| ☐ | 01/20/2014 | TL37-0175 | Subject listing, schedule grid, and panel descriptions (DATE INCORRECT, PENDING UPDATE SOON) | Programming | Publications | Pending |
| ☐ | 01/20/2014 | TL37-0174 | Pocket Program grid finalized & sent (DATE INCORRECT, PENDING UPDATE SOON) | Programming | Publications | Pending |
| ☑ | 01/26/2014 | TL37-0125 | Pros attending listed on website | Programming | Webmaster | Pending |
| ☑ | 02/01/2014 | TL37-0135 | Program Book "filler" pieces due | Programming | Publications | Pending |
| ☑ | 02/20/2014 | TL37-0268 | Grid/Schedule FINAL (for print deadline, 8 weeks out from con) | Programming | Publications | Pending |
| ☑ | 03/08/2014 | TL37-0194 | Big Bad Book provided | Programming | Doubletree Hotel | Pending |
| ☑ | 03/15/2014 | TL37-0269 | Pro names provided | Special Events | Programming | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---------|----------|--------|------------------|--------------|------------|--------|
| ☐ | 09/07/2013 | TL37-0046 | Job descriptions finalized | Executive Team | Personnel | Pending |
| ☑ | 01/01/2014 | TL37-0118 | Summer Picnic Reservations begin | Personnel | Vendor | Pending |
| ☐ | 01/11/2014 | TL37-0149 | Food requests due | Executive Team | Personnel | Pending |
| ☐ | 01/11/2014 | TL37-0147 | Volunteer requests due | ConCom | Personnel | Pending |
| ☐ | 02/08/2014 | TL37-0193 | Volunteer requests due | ConCom | Volunteers | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---------|----------|--------|------------------|--------------|------------|--------|
| ☑ | 11/16/2013 | TL37-0260 | Provide assigned dance DJ names (Need for Big Bad Book) | Special Events | Programming | Pending |
| ☑ | 12/14/2013 | TL37-0308 | Panel descriptions due (dances, FFFS, Lazer Tag, Sunday event, etc) | Special Events | Programming | Pending |
| ☑ | 12/14/2013 | TL37-0267 | Panel descriptions due (dances, FFFS, Lazer Tag, Sunday event, etc) | Special Events | Publications | Pending |
| ☐ | 01/20/2014 | TL37-0177 | Subject listing, schedule grid, and panel descriptions | Special Events | Publications | Pending |
| ☐ | 02/08/2014 | TL37-0200 | Gaming schedule listed on website | Special Events | Webmaster | Pending |
| ☑ | 03/15/2014 | TL37-0269 | Pro names provided | Special Events | Programming | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☐ | 09/07/2013 | TL37-0046 | Job descriptions finalized | Executive Team | Personnel | Pending |
| ☐ | 09/07/2013 | TL37-0045 | Hours for convention listed on website | Executive Team | Webmaster | Pending |
| ☑ | 12/14/2013 | TL37-0250 | Radio Requests Discussion | Convention Services | Executive Team | Pending |
| ☑ | 12/15/2013 | TL37-0086 | Hotel assigns Convention Services department liaison | Doubletree Hotel | Executive Team | Pending |
| ☑ | 12/15/2013 | TL37-0156 | Hotel gives us sliding scale of fees for late checkout | Doubletree Hotel | Executive Team | Pending |
| ☑ | 01/01/2014 | TL37-0123 | Inventory list provided | Doubletree Hotel | Executive Team | Pending |
| ☑ | 01/04/2014 | TL37-0284 | Draft meeting agendas sent to Executive Team (January Meeting) | Secretary | Executive Team | Pending |
| ☑ | 01/08/2014 | TL37-0293 | Revised meeting agendas sent back to Secretary (January Meeting) | Executive Team | Secretary | Pending |
| ☑ | 01/11/2014 | TL37-0112 | Pre-reg prices set for next convention (NWC 38) | Executive Team | Executive Team | Pending |
| ☑ | 01/11/2014 | TL37-0111 | Lost badge fee set, for current convention | Executive Team | Executive Team | Pending |
| ☐ | 01/11/2014 | TL37-0149 | Food requests due | Executive Team | Personnel | Pending |
| ☐ | 01/11/2014 | TL37-0150 | Radio requests due | Executive Team | Vice Chair | Pending |
| ☐ | 01/11/2014 | TL37-0158 | Menu selection and prices to be confirmed | Doubletree Hotel | Executive Team | Pending |
| ☑ | 01/11/2014 | TL37-0110 | Day rates set, for current convention | Executive Team | Executive Team | Pending |
| ☑ | 01/11/2014 | TL37-0251 | Radio Requests Due | Executive Team | Convention Services | Pending |
| ☑ | 01/16/2014 | TL37-0302 | Draft meeting minutes due to Executive Team to review (January Meeting) | Secretary | Executive Team | Pending |
| ☑ | 02/01/2014 | TL37-0083 | Members' Guide content changes deadline | Executive Team | Publications | Pending |
| ☐ | 02/01/2014 | TL37-0184 | Mechanical/technical walk through, Doubletree Hotel / invite only | Executive Team | Invite Only | Pending |
| ☑ | 02/01/2014 | TL37-0167 | eNewsletter articles due, for February | Executive Team | Publications | Pending |
| ☑ | 02/01/2014 | TL37-0104 | Changes to hours for convention due | Executive Team | Publications | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---------|----------|--------|-----------------|--------------|------------|--------|
| ☑ | 02/01/2014 | TL37-0285 | Draft meeting agendas sent to Executive Team (February Meeting) | Secretary | Executive Team | Pending |
| ☑ | 02/01/2014 | TL37-0148 | eNewsletter articles due, for February | Executive Team | Publications | Pending |
| ☑ | 02/05/2014 | TL37-0294 | Revised meeting agendas sent back to Secretary (February Meeting) | Executive Team | Secretary | Pending |
| ☑ | 02/13/2014 | TL37-0303 | Draft meeting minutes due to Executive Team to review (February Meeting) | Secretary | Executive Team | Pending |
| ☑ | 02/15/2014 | TL37-0201 | Menu selection for food functions & banquets due | Doubletree Hotel | Executive Team | Pending |
| ☑ | 02/15/2014 | TL37-0159 | Video list answer response due, from Doubletree Hotel | Doubletree Hotel | Executive Team | Pending |
| ☑ | 02/20/2014 | TL37-0209 | eNewsletter articles due, for March | Executive Team | Publications | Pending |
| ☑ | 03/01/2014 | TL37-0286 | Draft meeting agendas sent to Executive Team (March Meeting) | Secretary | Executive Team | Pending |
| ☑ | 03/05/2014 | TL37-0295 | Revised meeting agendas sent back to Secretary (March Meeting) | Executive Team | Secretary | Pending |
| ☑ | 03/13/2014 | TL37-0304 | Draft meeting minutes due to Executive Team to review (March Meeting) | Secretary | Executive Team | Pending |
| ☐ | 03/20/2014 | TL37-0221 | eNewsletter articles due, for April | Executive Team | Publications | Pending |
| ☑ | 03/29/2014 | TL37-0287 | Draft meeting agendas sent to Executive Team (April Meeting) | Secretary | Executive Team | Pending |
| ☑ | 04/02/2014 | TL37-0296 | Revised meeting agendas sent back to Secretary (April Meeting) | Executive Team | Secretary | Pending |
| ☑ | 04/09/2014 | TL37-0197 | Hotel resume meeting, invite only | Executive Team | Invite Only | Info Only |
| ☑ | 04/10/2014 | TL37-0305 | Draft meeting minutes due to Executive Team to review (April Meeting) | Secretary | Executive Team | Pending |
| ☐ | 05/01/2014 | TL37-0242 | Hotel convention report due | Doubletree Hotel | Executive Team | Pending |
| ☑ | 05/10/2014 | TL37-0288 | Draft meeting agendas sent to Executive Team (May Meeting) | Secretary | Executive Team | Pending |
| ☑ | 05/14/2014 | TL37-0297 | Revised meeting agendas sent back to Secretary (May Meeting) | Executive Team | Secretary | Pending |
| ☑ | 05/22/2014 | TL37-0241 | Onions & Roses document due | Secretary | Executive Team | Pending |
| ☑ | 05/22/2014 | TL37-0306 | Draft meeting minutes due to Executive Team to review (May Meeting) | Secretary | Executive Team | Pending |
| ☑ | 06/01/2014 | TL37-0243 | Post-con report articles due, from Exectutive Team (except Business) cutive Team (Except Busin | | Publications | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☐ | 09/01/2013 | TL37-0026 | Registration rate increased | Member Services | All | Pending |
| ☐ | 09/07/2013 | TL37-0050 | Post-con report mailed | Publications | Membership | Pending |
| ☐ | 10/15/2013 | TL37-0066 | Art Show invites mailed | Art Show Manager | Artists | Pending |
| ☑ | 12/14/2013 | TL37-0081 | Room layouts from previous convention distributed | Layouts Designer | ConCom | Pending |
| ☑ | 12/14/2013 | TL37-0107 | Tech request due, non-programming/special events related | ConCom | Tech Services | Pending |
| ☑ | 12/15/2013 | TL37-0047 | Dealers' Room submission deadline | Dealers Room Liaison | Dealers | Pending |
| ☑ | 01/01/2014 | TL37-0118 | Summer Picnic Reservations begin | Personnel | Vendor | Pending |
| ☑ | 01/11/2014 | TL37-0142 | Room layouts due | ConCom | Layouts Designer | Pending |
| ☐ | 01/11/2014 | TL37-0140 | Computer requests due | ConCom | IT | Pending |
| ☐ | 01/11/2014 | TL37-0144 | Sign requests due, non-standard size signs only | ConCom | Publications | Pending |
| ☐ | 01/11/2014 | TL37-0146 | Subject listings | ConCom | Publications | Pending |
| ☐ | 01/11/2014 | TL37-0151 | Dealers' Room participants list finalized | Dealers Room Liaison | NA | Pending |
| ☐ | 01/11/2014 | TL37-0153 | IT training for Art Show staff | IT | ConCom | Pending |
| ☐ | 01/11/2014 | TL37-0154 | IT training for Registration staff | IT | ConCom | Pending |
| ☐ | 01/11/2014 | TL37-0155 | Convention T-shirt design vote completed | Publications | ConCom | Pending |
| ☐ | 01/11/2014 | TL37-0147 | Volunteer requests due | ConCom | Personnel | Pending |
| ☐ | 01/20/2014 | TL37-0173 | Badges/lanyards ordered | Member Services | Vendor | Pending |
| ☑ | 01/20/2014 | TL37-0165 | Program Book & Pocket Program input due | ConCom | Publications | Pending |
| ☑ | 01/25/2014 | TL37-0134 | Big Bad Book meeting | Convention Services | Invite Only | Pending |
| ☑ | 01/26/2014 | TL37-0126 | eNewsletter sent, January | Publications | Membership | Pending |
| ☐ | 01/27/2014 | TL37-0179 | eNewsletter sent, February | Publications | Membership | Pending |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---|---|---|---|---|---|---|
| ☐ | 01/31/2014 | TL37-0132 | Dealers Room acceptance/denial letters sent | Dealers Room Liaison | Dealers | Pending |
| ☑ | 02/01/2014 | TL37-0138 | Acknowledgement page input due | ConCom | Publications | Pending |
| ☐ | 02/01/2014 | TL37-0184 | Mechanical/technical walk through, Doubletree Hotel / invite only | Executive Team | Invite Only | Pending |
| ☑ | 02/08/2014 | TL37-0139 | Check requests for pre-pays due (2nd to last ConCom meeting before con) | ConCom | Business | Pending |
| ☐ | 02/08/2014 | TL37-0193 | Volunteer requests due | ConCom | Volunteers | Pending |
| ☑ | 02/08/2014 | TL37-0192 | Transportation requests due | ConCom | Convention Services | Pending |
| ☐ | 02/08/2014 | TL37-0190 | Room requests due, for ConCom | ConCom | Doubletree Hotel | Pending |
| ☐ | 02/08/2014 | TL37-0191 | Sign requests due (final), simple/computer generated signs only | ConCom | Publications | Pending |
| ☑ | 03/08/2014 | TL37-0143 | Room pull requests due | ConCom | Convention Services | Pending |
| ☑ | 03/08/2014 | TL37-0189 | Parking requests due, for staff parking at convention | ConCom | Office Services | Pending |
| ☑ | 03/08/2014 | TL37-0141 | Key requests due | ConCom | Convention Services | Pending |
| ☑ | 03/20/2014 | TL37-0211 | eNewsletter sent, March | Publications | Membership | Pending |
| ☑ | 03/26/2014 | TL37-0186 | Room block reservation cut-off for Doubletree Hotel | Doubletree Hotel | ConCom | Pending |
| ☑ | 04/05/2014 | TL37-0234 | ConCom meeting, April | Chair | ConCom | Info Only |
| ☑ | 04/05/2014 | TL37-0137 | Elections, NWC 38: 1st nominations; 1st candidate Q&A | Elections Team | ConCom | Info Only |
| ☑ | 04/08/2014 | TL37-0220 | NWC 38 Elections: Nominations close | Elections Team | ConCom | Info Only |
| ☑ | 04/09/2014 | TL37-0197 | Hotel resume meeting, invite only | Executive Team | Invite Only | Info Only |
| ☑ | 04/12/2014 | TL37-0228 | eNewsletter sent, April | Publications | Membership | Pending |
| ☑ | 04/12/2014 | TL37-0231 | Flyers and business cards for following year's convention ready | Publications | ConCom | Pending |
| ☑ | 04/13/2014 | TL37-0215 | Stuffing Party | Convention Services | ConCom | Info Only |
| ☑ | 04/15/2014 | TL37-0240 | Website for NWC37 ready to turn over | Publications | ConCom | Pending |
| ☑ | 04/17/2014 | TL37-0255 | NWC portion of SWOC locker paid (by con) | Business | TBD | Pending |
| ☑ | 04/17/2014 | TL37-0223 | NWC 38 Elections: Ballots mailed out to voters | Elections Team | Eligible Voters | Info Only |
| ☑ | 04/17/2014 | TL37-0226 | Norwescon 37 | NA | All | Info Only |

| Updated | Due Date | Item # | Item Description | From Section | To Section | Status |
|---------|----------|--------|-----------------|--------------|------------|--------|
| ☑ | 05/17/2014 | TL37-0235 | NWC 38 Elections close | Elections Team | ConCom | Info Only |
| ☑ | 05/17/2014 | TL37-0244 | ConCom meeting, May post-con | Chair | ConCom | Info Only |
| ☑ | 05/17/2014 | TL37-0253 | Insurance policy paid (by May meeting) | Business | Insurance Company | Pending |
| ☑ | 05/17/2014 | TL37-0233 | NWC 38 Elections: Last date to turn in ballots | Eligible Voters | Elections Team | Info Only |
| ☑ | 05/20/2014 | TL37-0213 | Artists checks mailed | Treasurer | Artists | Pending |
| ☑ | 06/15/2014 | TL37-0229 | Check requests, last call | Treasurer | ConCom | Info Only |
| ☑ | 06/30/2014 | TL37-0236 | Books for current convention close (last day of June) | Business | ConCom | Pending |
| ☑ | 06/30/2014 | TL37-0256 | NWSFS paid | Business | NWSFS | Pending |
| ☑ | 06/30/2014 | TL37-0257 | NW Harvest paid | Business | NW Harvest | Pending |