



September						
week	Date	Item	Responsibility	Receiver	Status	Notes
	Sept	New CM version Testing begins	IT	IT/reg/art show		on org chart from last year
	Sept	Art show info on website	Pub/Web team	WebTeam		
	Sept	Org list on website	Pub/Web team	WebTeam		
	Sept	Ad Rates on website	Pub/Web team	WebTeam		
	Sept	Preliminary budget due				
29	9/1/17	September Newsletter submission deadline	All	Publications		
29	9/1/17	New flyers due	Publications			
29	9/1/17	Membership increase to \$70	Publications	WebTeam		
29	9/1/17	Invite list due from track leads	Programming	Programming		
29	9/2/17	Convention hours on website	Member Services	WebTeam		
29	9/2/17	Masquerade info on website	Special Events	WebTeam		
29	9/2/17	Single Pattern Contest info on website	Special Events	WebTeam		
29	9/2/17	Dealer room invites sent	Member Services	Dealers		
29	9/2/17	Proof of insurance certificate due	Insurer	Business		
29	9/2/17	Budget set	Execs	Business		
29	9/2/17	Dealer room applications open	Member Services	WebTeam		
29	9/2/17	Art show info sent to Web team	Art show	WebTeam		
28	9/9/17	<b>September Comcon meeting</b>				
27	9/15/17	September Newsletter Due	Publications	Members		
27	9/16/17	Staff reg online registration opens	IT	WebTeam		
27	9/16/17	Art in Action info on website	Art in Action/WebT	WebTeam		
27	9/16/17	Writers Workshop info on website	Programming/WebT	WebTeam		
27	9/16/17	Club table link on website	Pub/Web team	WebTeam		
27	9/16/17	Art show invites mailed	Art show	Artist		
27	9/16/17	Panelist invites go out	Programming	Programming		
26	9/23/17	Panel suggestions due	Programming	Programming		
26	9/23/17	Art show invites open	Art show	WebTeam		
26	9/23/17	Art in Action applications open	Art in Action	WebTeam		
25	9/30/17	Job Descriptions	Execs	Personnel		

October						
week	Date	Item	Responsibility	Receiver	Status	Notes
25	10/1/17	October Newsletter submission deadline	All	Publications		
24	10/7/17					
23	10/14/17	Art from GOH due	Programming	Publications		
23	10/14/17	Convention hours on Website (duplicate?)	All	WebTeam		
23	10/15/17	October Newsletter due	Publications	Members		
22	10/21/17	October Comcon Meeting				
21	10/28/17	Member Guide updates due	Member Services	Publications		
21	10/31/17	Panel titles & Descriptions due	Track Leads	Programming		

November						
week	Date	Item	Responsibility	Receiver	Status	Notes
21	11/1/17	November Newsletter submission deadline	All	Publications		
21	11/2/17	Dealer room application deadline	Dealers	Dealers Room		
19	11/11/17	Single Pattern Contest info on Website	Special Events	Webteam		
19	11/11/17	November Newsletter Due	Publications	Members		
19	11/11/17	November Comcon meeting				
19	11/15/17	Panel Selection goes out	Programming	Programming		
18	11/23/17	Notification sent out the Dealers	Dealers Room	Dealers		

December						
week	Date	Item	Responsibility	Receiver	Status	Notes
16	12/1/17	December Newsletter submission deadline	All	Publications		
16	12/1/17	Panel Selection due	Pros	Programming		
16	12/2/17	Letter from the Chair due	Chair	Publications		
15	12/9/17	Badge art selection due	Member Services	Publications		
15	12/9/17	Org list due	Secretary	Publications		
15	12/9/17	GOH pro bios & photos due	Programming	Publications		
15	12/9/17	Deadline for CM changes	All	IT, Civet		
15	12/9/17	Print deadline for pro bio	Programming	Publications		
15	12/9/17	Confirm availability for IT dates	Hotels	Convention Se		
15	12/15/17	December Newsletter due	Publications	Members		
14	12/16/17	Members guide ready for layout	Publications	Publications		
	12/16/18	Last day to register as staff and get a shirt	Comcon	r		
14	12/16/17	List for artist pros for program book and art	Programming	Publications		
14	12/16/17	December Comcon Meeting				
12	12/30/17	Parking requests due	All	Office		

12	12/30/17	CM Art Show, Reg, IT testing ends	IT	IT, Reg, Con S
12	12/30/17	Purchase deadline for new it hardware	All	IT, Con Service
12	12/30/17	Final It lobby layout due	Member Services, IT	IT, Con Service
12	12/20/17	Gaffer tape request due	All	Tech services
12	12/30/17	Pro bios due to editors	Programming	Publications

January						
week	Date	Item	Responsibility	Receiver	Status	Notes
12	1/1/18	January Newsletter submission deadline	All	Publications		
12	1/1/18	Hotel Menus and Restaurant hours due	Hotels	Publications		
				Programming, Special Events, Con and Member Services		
12	1/1/18	Hotel inventory due	Hotels	Publications		soft deadline
12	1/1/18	GM and Game info for guidebook	Gaming	Hotel		
11	1/6/18	Tentative programming specs due	All	Artist		
10	1/13/18	Additional info emailed to Art Show participants	Art show	Publications		
10	1/13/18	Memorials list for program book due	All	Publications		
10	1/13/18	Program book filter pieces due	All	Members		
10	1/15/18	January Newsletter due	Publications	Dealers Room/Layout		
9	1/20/18	Map & key for dealers room due	Reg/Layout	Publications		
9	1/20/18	Map & key for lobby due	Art show/Layout	Publications		
9	1/20/18	Map & key for art show due	All	Publications		
9	1/20/18	Short stories for program book due				important date to membership
9	1/20/18	Deposit return cut off				
9	1/20/18	January Comcon Meeting				
9	1/21/18	B.B.B	Convention Service	Programming		
8	1/27/17	Ribbon order due	Execs	Chair		
8	1/27/18	PK dick info on website	Special Events	WebTeam		
8	1/27/18	Final subject listing, schedule grid, and panels	Programming	Publications		
8	1/27/18	Registration training	IT	Registration		
8	1/27/18	Art Show consumables list due	Art Show	IT, Purchasing		
8	1/27/18	Dealers list on website	Dealers Room	WebTeam		
8	1/27/18	Art Show participants on website	Art show	Webteam		

February						
week	Date	Item	Responsibility	Receiver	Status	Notes
8	2/1/18	Deposit due to Hotel	Hotel	Treasurer		Treasure mails to Hotel
8	2/1/18	Volunteer picnic reservation due	Personnel			
8	2/1/18	February Newsletter submission deadline	All	Publications		
8	2/1/18	GM and Game info for guidebook, web, and scheduling	Gaming	Publications		Hard deadline
7	2/3/18	Charities info for program book due	Charities	Publications		
7	2/3/18	Acknowledgement page input due	?	Publications		
7	2/3/18	Update member guide on website	Member Services	WebTeam		
7	2/3/18	Art in Action participants on website	Art in Action	WebTeam		
7	2/3/18	List of attending clubs on website	Club Tables	WebTeam		

February						
week	Date	Item	Responsibility	Receiver	Status	Notes
6	2/10/18	Subject listing, schedule grid, panel (duplicate?)	Programming	Publications		
6	2/10/18	Membership list for program book due	Member Services	Publications		
6	2/10/18	Badge printers out for service	IT	Registration		
6	2/10/18	Program book to printer	Publications			
6	2/10/18	Final changes to maps & keys due	Art Show/Dealers RM	Publications		
6	2/15/18	February Newsletter due	Publications	Members		
5	2/17/18	Mini system integration & art show training	IT	IT/Art show Registration/Elec tions		tentive date (not scheduled at this time)
5	2/17/18	Last day to register as staff and be eligible to vote	Comcon			
5	2/17/18	February Comcon meeting				
5	2/18/18	Layouts due to the hotel	Layouts/Hotel	Doubletree		
5	2/18/18	Engineer letter due to Hotel	Con Service/ Hotel	Doubletree		
5	2/27/18	Rooms to master account to hotel	Hotels	Doubletree		

March						
week	Date	Item	Responsibility	Receiver	Status	Notes
5	3/1/18	March Newsletter submission deadline	All	Publications		
		Deadline for last minute GM and Game info for unpublished schedule	?	?		
5	3/1/18	Cutoff for Art Show payments	Artist			
4	3/3/18	Content for PK Dick program due	Special Events	Publications		
4	3/3/18	CM license for NWC41 due	Civet	IT, Reg, Business		
4	3/3/18	Gaming schedule on website	Gaming	WebTeam		
4	3/3/18	Final Art show reminder email due	Art show	Artist		
3	3/10/18	Election Nominations end	Comcon	Elections		
3	3/10/18	Last day to register as staff	Comcon	Registration		
3	3/10/18	March Comcon meeting				
3	3/10/18	Pocket program to printer	Publications			
3	3/12/18	Engineering walkthrough	Convention Service	Doubletree		tentive date (not scheduled at this time)

3	3/15/18	March Newsletter due	Publications	Members		
2	3/17/18	Proof of insurance due to the hotel	Business/Hotel	Doubletree		
2	3/17/18	Call for early submission to daily zine	All	Daily Zine		
2	3/21/18	Resume meeting	Chair/Hotel	Doubletree publications/web		tentive date (not scheduled at this time)
2	3/20/18	Deadline for gaming staff and scheduling	Gaming	team		hard deadline
1	3/24/18	Mail in artwork due	Artist	Art Show		
1	3/24/18	Art Show cancellation refund deadline	Artist	Art Show		
1	3/24/18	Online artwork registration deadline	Artist	Art Show		
1	3/24/18	NWC41 CM skins due	Publications, Reg	IT		
1	3/25/18	Stuffing party	All			
1	3/25/18	System integration	IT	IT		tentive date (not scheduled at this time)
0	3/28/18	Norwescon 41 begins	All	All		
52	3/31/18					

#### April

week	Date	Item	Responsibility	Reciever	Status	Notes
51	4/7/18					
50	4/14/18					
49	4/21/18	Art Show thank-you email due	Art Show	Artist		
48	4/28/18	Post con meeting and Elections				

#### May

week	Date	Item	Responsibility	Reciever	Status	Notes
47	5/5/18					
46	5/12/18	Flyers & business cards for NWC42 due	Publications			
45	5/19/18	Deadline for NWC41 artist checks	Business/ Art Show	Artist		
44	5/26/18					