

Timeline

Month	Local Committee's Duties
October to December	<ul style="list-style-type: none"> • Book Venue (ceremony/workshops) • Sort out technical requirements and book if needed • Book hotel blocks for authors • Confirm committee members • Host first meeting with committee
January	<ul style="list-style-type: none"> • Confirm author attendance • Book travel arrangements (flights/train, if needed) • Communicate information about the Festival on social media and/or hosting organization's website • Market ticket sales • Source catering for green room (breakfast and lunch) • Source host for ceremony • Source roving and stage entertainment • Gather ideas on local community organizations that want exhibit at the Festival • Promote festival to school boards, homeschoolers, library patrons and local organizations • Book onsite first aid if not included in venue
February	<ul style="list-style-type: none"> • Book rental vehicles • Confirm author workshops, descriptions, and get text • Confirm details for chaperone information pertinent to each Festival location • Connect with official wholesaler on book and merchandise sales onsite for Festival • Confirm with committee if a reception for authors and committee is feasible (resources/time) • Call out for student presenters for ceremony • Call out for Festival volunteers • Confirm catering for green room • Confirm host • Confirm roving and stage entertainment • Confirm games and engaging entertainment to have in venue other than workshops (interactive games, stations, arts)
March	<ul style="list-style-type: none"> • Post all final Festival details for release after March Break • Finalize all committee and volunteer roles • Create and use script template • Finalize all signage (OLA can provide support) • Provide list of supplies needed • Notify media outlets of Festival • Volunteer chair to finalize roles and needs for the Festival • Confirm student presenters and contact chaperones • Chair to host a meeting (phone or in person) with committee to assess progress and gaps

Timeline (continued)

Month	Local Committee's Duties
April	<ul style="list-style-type: none"> • Mail all wristbands and chaperone information/maps to ticket holders in early April • Ship all book prizes and large signage to local committee member • Finalize hotel rooms • OLA to finalize email communication to ticket holders • Connect with all venues, tech people and hotel/travel to confirm everything is in place • Early April: finalize list of volunteers and confirm their involvement in the Festival • Final script to be approved by committee • Confirm student volunteers for ceremony • Finalize all committee members onsite responsibilities
May	<ul style="list-style-type: none"> • Cut off ticket sales 1 week prior to Festival • Finalize lists of ticket holders • Draft final email to all attendees • Connect with media and consider sending a media advisory to local media contacts • Volunteer coordinator sent final email to volunteers • All committee members to confirm all aspects of their roles are covered • Committee host a teleconference before the event
After Festival	<ul style="list-style-type: none"> • Chair to follow up with thank you emails to each author • Each subcommittee to thank all people they used for the festival including Vendors, volunteers, entertainers