



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				
34	9/1/2018	September Newsletter submission deadline	All	Publications		
33	9/5/2018	New flyers due	Publications			
33	9/5/2018	Membership increase to TBA	Publications	WebTeam		
33	9/5/2018	Invite list due from track leads	Programming	Programming		
33	9/5/2018	Convention hours on website	Member Services	WebTeam		
33	9/5/2018	Masquerade info on website	Special Events	WebTeam		
33	9/5/2018	Single Pattern Contest info on website	Special Events	WebTeam		
33	9/5/2018	Dealer room invites sent	Member Services	Dealers		
33	9/5/2018	Proof of insurance certificate due	Insurer	Business		
33	9/5/2018	Budget set	Execs	Business		
33	9/5/2018	Dealer room applications open	Member Services	WebTeam		
33	9/5/2018	Art show info sent to Web team	Art show	WebTeam		
33	9/8/2018	September com con meeting (location tba)	All			
32	9/12/2018	Staff reg online registration opens	IT	WebTeam		
32	9/12/2018	Art in Action info on website	Art in Action/WebT	WebTeam		
32	9/12/2018	Writers Workshop info on website	Programming/WebT	WebTeam		
32	9/12/2018	Club table link on website	Pub/Web team	WebTeam		
32	9/12/2018	Art show invites mailed	Art show	Artist		
32	9/12/2018	Panelist invites go out	Programming	Programming		
32	9/15/2018	September Newsletter Due	Publications	Members		
31	9/19/2018	Panel suggestions due	Programming	Programming		
31	9/19/2018	Art show invites open	Art show	WebTeam		
31	9/19/2018	Art in Action applications open	Art in Action	WebTeam		
30	9/26/2018	Job Descriptions	Execs	Personnel		

October

week	Date	Item	Responsibility	Receiver	Status	Notes
30	10/1/2018	October Newsletter submission deadline	All	Publications		
28	10/10/2018	Art from GOH due	Programming	Publications		
28	10/10/2018	Convention hours on Website (duplicate?)	All	WebTeam		
28	10/13/2018	October com con Meeting@ hotel	All			
28	10/15/2018	October Newsletter due	Publications	Members		
26	10/24/2018	Member Guide updates due	Member Services	Publications		
25	10/31/2018	Panel titles & Descriptions due	Track Leads	Programming		

November

week	Date	Item	Responsibility	Receiver	Status	Notes
24	11/1/2018	November Newsletter submission deadline	All	Publications		
24	11/3/2018	Dealer room application deadline	Dealers	Dealers Room		
23	11/14/2018	Single Pattern Contest info on Website	Special Events	Webteam		
23	11/15/2018	November Newsletter Due	Publications	Members		
23	11/15/2018	Panel Selection goes out	Programming	Programming		pending as of December meeting
23	11/17/2018	November com con meeting@ hotel	All			
22	11/22/2018	Notification sent out the Dealers	Dealers Room	Dealers		

December

week	Date	Item	Responsibility	Receiver	Status	Notes
20	12/5/2018	Letter from the Chair due	Chair	Publications		
20	12/5/2018	GOH pro bios & photos due	Programming	Publications		done
20	12/5/2018	Deadline for CM changes	All	IT, Civet		
20	12/5/2018	Confirm availability for IT dates	Hotels	Convention Se		
20	12/8/2018	December com con Meeting @hotel/	All			
20	12/10/2018	December Newsletter submission deadline	All	Publications		
19	12/15/2018	December Newsletter due	Publications	Members		
TBA	tba	Last day to register as staff and get a shirt	com con	Registration/C hair		
18	12/19/2018	List for artist pros for program book and art	Programming	Publications		done
18	12/20/2018	Badge art selection due	Member Services	Publications		
18	12/20/2018	Panel Selection due	Pros	Programming		pending as of December meeting
17	12/26/2018	Parking requests due	All	Office		
17	12/26/2018	CM Art Show, Reg, IT testing ends	IT	IT, Reg, Con S		
17	12/26/2018	Purchase deadline for new it hardware	All	IT, Con Service		
17	12/26/2018	Final It lobby layout due	Member Services, IT	IT, Con Service		
17	12/26/2018	Gaffer tape request due	All	Tech services		
17	12/26/2018	Pro bios due to editors	Programming	Publications		done
19	12/31/2018	Members guide ready for layout	Publications	Publications		

January

week	Date	Item	Responsibility	Reciever	Status	Notes
17	1/1/2019	Check to Philadelphia Society for PKD	PKD Liaison/Treasurer	Philadelphia Society Programming, Special Events, Con and Member Services		
17	1/1/2019	Hotel inventory due	Hotels	Publications		soft deadline
17	1/1/2019	GM and Game info for guidebook	Gaming	Hotel		
16	1/2/2019	Tentative programming specs due	All			
16	1/5/2019	January com con Meeting @ hotel	All			deadline for staff reg for t-shirts
16	1/10/2019	Memorials list for program book due	All	Publications		
16	1/10/2019	January Newsletter submission deadline	All	Publications		
16	1/10/2019	Publish Staff List	Secretary	Publications		
15	1/15/2019	Hotel Menus and Restaurant hours due	Hotels	Publications		
15	1/15/2019	January Newsletter due	Publications	Members		
14	1/16/2019	Additional info emailed to Art Show participants	Art show	Artist		
14	1/16/2019	Program book filter pieces due	All Dealers	Publications		
13	1/23/2019	Map & key for dealers room due	Room/Layout	Publications		
13	1/23/2019	Map & key for lobby due	Reg/Layout	Publications		
13	1/23/2019	Map & key for art show due	Art show/Layout	Publications		
13	1/23/2019	Short stories for program book due	All	Publications		
13	1/23/2019	Deposit return cut off				important date to membership
13	1/26/2019	B.B.B	Convention Service	Programming		
12	1/30/2019	Ribbon order due	Execs	Chair		
12	1/30/2019	PK dick info on website	Special Events	WebTeam		
12	1/30/2019	Final subject listing, schedule grid, and panels	Programming	Publications		
12	1/30/2019	Registration training	IT	Registration		
12	1/30/2019	Art Show consumables list due	Art Show	IT, Purchasing		
12	1/30/2019	Dealers list on website	Dealers Room	WebTeam		
12	1/30/2019	Art Show participants on website	Art show	Webteam		

February

week	Date	Item	Responsibility	Reciever	Status	Notes
12	2/1/2019	February Newsletter submission deadline	All	Publications		
12	2/1/2019	Deposit due to Hotel	Hotel	Treasurer		Treasure mails to Hotel
11	2/6/2019	Volunteer picnic reservation due	Personnel			

		GM and Game info for guidebook, web, and scheduling	Gaming	Publications	Hard deadline
11	2/6/2019				
10	2/13/2019	Charities info for program book due	Charities	Publications	
10	2/13/2019	Acknowledgement page input due	?	Publications	
10	2/13/2019	Update member guide on website	Member Services	WebTeam	
10	2/13/2019	Art in Action participants on website	Art in Action	WebTeam	
10	2/13/2019	List of attending clubs on website	Club Tables	WebTeam	
10	2/15/2019	February Newsletter due	Publications	Members	
10	2/16/2019	February com con meeting@ hotel	All		
9	2/20/2019	Subject listing, schedule grid, panel (duplicate?)	Programming	Publications	
9	2/20/2019	Membership list for program book due	Member Services	Publications	
9	2/20/2019	Badge printers out for service	IT	Registration	
9	2/20/2019	Program book to printer	Publications		
			Art Show/Dealers		
9	2/20/2019	Final changes to maps & keys due	RM	Publications	
tba	tba	Mini system integration & art show training	IT	IT/Art show Registration/Elections	tentive date (not scheduled at this time)
tba	tba	Last day to register as staff and be eligible to vote	com con		

March

week	Date	Item	Responsibility	Receiver	Status	Notes
tba	tba	Layouts due to the hotel	Layouts/Hotel	Doubletree		
tba	tba	Engineer letter due to Hotel	Con Service/ Hotel	Doubletree		
tba	tba	Rooms to master account to hotel	Hotels	Doubletree		
8	3/1/2018	March Newsletter submission deadline	All	Publications		
7	3/9/2019	March com con meeting@hotel	All			Nominations open
		Deadline for last minute GM and Game info for unpublished schedule	?	?		
6	3/13/2019	Cutoff for Art Show payments	Artist			
5	3/15/2019	Send out March Newsletter	Publications	Com Con		
4	3/20/2019	Content for PK Dick program due	Special Events	Publications		
tba	3/20/2019	CM license for NWC42 due	Civet	IT, Reg, Business		
4	3/20/2019	Gaming schedule on website	Gaming	WebTeam		
4	3/20/2019	Final Art show reminder email due	Art show	Artist		
tba	tba	Election Nominations end	com con	Elections		
tba	tba	Last day to register as staff	com con	Registration		
3	3/27/2019	Pocket program to printer	Publications			
3	3/27/2019	Engineering walkthrough	Convention Service	Doubletree		tentive date (not scheduled at this time)
3	3/27/2019	March Newsletter due	Publications	Members		

April

week	Date	Item	Responsibility	Receiver	Status	Notes
2	4/3/2019	Proof of insurance due to the hotel	Business/Hotel	Doubletree		
2	4/3/2019	Call for early submission to daily zine	All	Daily Zine		
	tba	Resume meeting	Chair/Hotel	Doubletree		tentive date (not scheduled at this time)
				publications/w		
2	4/3/2019	Deadline for gaming staff and scheduling	Gaming	ebteam		hard deadline
2	4/6/2019	April com con meeting@hotel	ALL			
2	4/9/2019	Resume meeting	Chair/Hotel	invite only		
1	4/10/2019	Mail in artwork due	Artist	Art Show		
1	4/10/2019	Art Show cancellation refund deadline	Artist	Art Show		
1	4/10/2019	Online artwork registration deadline	Artist	Art Show		
1	4/10/2019	NWC42 CM skins due	Publications, Reg	IT		
1	4/14/2019	Stuffing party (tentative)	All			
1	4/14/2019	System integration (tentative)	IT	IT		tentive date (not scheduled at this time)
0	4/17/2019	Norwescon 42 begins	All	All		

May

week	Date	Item	Responsibility	Receiver	Status	Notes
50	5/8/2019	Post con meeting and Elections@hotel	All			
49	5/15/2019	Art Show thank-you email due	Art Show	Artist		

June

week	Date	Item	Responsibility	Receiver	Status	Notes
46	6/5/2019	Flyers & business cards for NWC42 due	Publications			
45	6/12/2019	Deadline for NWC42 artist checks	Business/ Art Show	Artist		
	6/30/2019	Payout to NWSFS memberships	Business	NWSFS		
				Northwest		
	6/30/2019	Payout to Northwest Harvest	Business	Harvest		
	tba	Payout scholarships	Chair/Business			



