

School of Drama Activity Calendar

June

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics	Create files for new students			Enter new undergrads and grads in database
Audition Tour				
Study Abroad				
Promotion & Tenure	Begin sending letters to evaluators	Continue sending letters to evaluators	Continue sending letters to evaluators	Continue sending letters to evaluators
Box Office Manager				
Pre-College	Pre-College Group Meeting	Obtain final enrollment from admissions	Faculty Payroll due to Business Office	
		Mail Orientation Materials	Pre-College Group Meeting	
		Deadline to sign up for Private Voice Lessons	Mail Postcards	
		Print List for Postcard Mailing		
Publications				
Associate Head				
Showcase	LA Showcase	Collect Invoices & Receipts	Send Thank Yous	
Recruitment	Begin Ad Design	Confirm Annual Budget for Advertising	Confirm Ad Designs, Sizes, & Placements	Place Ads, Confirm Contracts & Actual Costs
Business Manager				
Business Office	Budget +1 FINAL	Pre-College Independent Contractor Agreements	CFA Fin.Rev. #6	Determine Grad Scholarships
	Year End Reserves		Year End Projection	
	Ending # Projections			Enter to SIS in Advance of Fall Billing
	Final Budgets by Month End			TTC for Month End
	TTC Allocations			TTC ALLOCATIONS ALL
Senior Administrative Associate				
Lab Review				
Publications	Proof Revised Handbook & Grad Applications	Final Handbook Draft, Brochure, & Grad Applications to Head	Revised Handbooks & Brochure to Printer	Revise Website
Production Manager				
Production Specific				Build Scenery (1)
Critiques & Evaluations				
Production Assignments	Develop Soph. Crew Grid	Enter New Students into Database		
Production Admin.		Review Fiscal Year Financials		
Pre-College	Plan EH & S Classes for coming Fall			Teach in Pre-College
Facilities Manager				
Facilities	Maintain Warehouse			
	Room Scheduling			
	Clean/Organize Building			Reconcile TTC Account
	Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting			
Network Support				
IT				

School of Drama Activity Calendar

July

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics			Begin student registration	
Audition Tour	Begin scheduling auditions			
Study Abroad				
Promotion & Tenure				
Box Office Manager				
Pre-College	Pre-College Begins		Summer New Plays Show?	
			Family Weekend?	
Publications	Collect Season Ticket Mailing Info., Theatre 3 Card Info, & Letter Info	Print Theatre 3 Cards	Postcard & Poster Art Due	Print all Subscriber Mailing Info.
Associate Head				
Showcase				
Recruitment	Prepare Ad Graphic Files for All Publications	Submit <i>Dramatics / American Theatre</i> Ads	Submit <i>Stage Directions / Show Business</i> Ads	Submit <i>Entertainment Design</i> Ads
Business Manager				
Business Office	Pre-College HREM/Labor Dist. Fiscal Year end-Clear Tartan Trust Queues			TTC Allocations for Month End
Senior Administrative Associate				
Lab Review				
Publications	Revise Website New Handbooks Delivered	Brochures & Grad Applications Delivered		
Production Manager				
Production Specific	Build Scenery (1)			
Critiques & Evaluations				
Production Assignments			Assign Applied Internships	
Production Admin.	Plan EH&S Classes for Fall Review FY Financials	Review Handbooks		
Pre-College	Teach in Pre-College			
Facilities Manager				
Facilities	Maintain Warehouse			
	Keys			
	Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting			
Network Support				
IT				

School of Drama Activity Calendar

August

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics	Update new d-lists with Louis	Grad Student Orientation	Freshman Orientation	First Week of Classes
Audition Tour		Finalize Audition Schedule		
Study Abroad			Send Study Abroad Guidelines to Junior Actors/MTs	
Promotion & Tenure	Begin Creating Casebooks	Work on Casebooks	Work on Casebooks	Work on Casebooks
			Candidates' Supplemental Materials Due	Post memo to students soliciting letters
Box Office Manager				
Pre-College		Portfolio Reviews Program Evaluations from Faculty	Secure Pre-College Director for next Summer	Review Pre-College Brochures for next year's Program
Publications	Print Subscription Tickets	Package Subscription Tickets & Label for Mailing		Mail Subscription Tickets for Show 1
	Distribute Theatre 3 Cards to Point Park & Pitt			Postcards to Print
	Print Subscription Mailing Labels			
Associate Head				
Showcase				Re-Gather Showcase Leadership/Timeline Planning
Recruitment	File All Ad Placements		Update Web Site Re: Audition Dates, Grad Application Deadline	
Business Manager				
Business Office		Verify & Reconcile all Tartan Trust Card trans. for previous month		TTC Allocations for Month End
Senior Administrative Associate				
Lab Review				
Publications				
Production Manager				
Production Specific				Rehearsal (1) Announce Director (3)
Critiques & Evaluations				Deploy Crew Eval. System
Production Assignments		Develop Crew Grid		Redo Head & Crew Grids
Production Admin.				
Pre-College				
Facilities Manager				
Facilities			Clean/Organize Building	
			Room Scheduling	
			Maintenance Requests	
			Keys	
			Annual BBQ	
			Reconcile Tartan Trust	
			Vehicle Maintenance	
			Orientation	
			Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting	
Network Support				
IT	Cluster Rebuild	Cluster Rebuild	Cluster Rebuild	

School of Drama Activity Calendar

September

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics	Student Registration Confirmation	Begin Spring Schedule	Continue Spring Schedule	Continue Spring Schedule
Audition Tour	Call Ripley Grier to confirm space for NY Auditions	Pull GPAs for Seniors for Awards		
Study Abroad		Confirm Space for LA, Chicago, Houston, & Atlanta		
Promotion & Tenure	SRC Meeting	SRC Meeting	SRC Meeting	SRC Meeting
		Student Letters Due		
Box Office Manager				
Pre-College			PC Group Meeting	Pre-College Debrief
Publications		Postcards Show 1 Mailed		Program Show 1 to Print
		Program Info Show 1 Due		Press Releases Sent
Associate Head				
Showcase				
Recruitment				
Business Manager				
Business Office	HREM Work-Study, New Faculty/Staff	Scholarship Letters-Bocho	Financial Review #1 - Month End September	TTC Allocations for Month End
	Labor Distribution		Budget +1 Year	PCA Interim Report
Senior Administrative Associate				
Lab Review			Lab Review Selection Process Announced	
Publications	Begin Mainstage #1 Poster			
Production Manager				
Production Specific	Rehearsal & Tech (1)			Launch (3)
Critiques & Evaluations	Deploy Crew Evaluation System			
Production Assignments	Redo Head & Crew Grids			
Production Admin.				
Pre-College				
Facilities Manager				
Facilities	Keys			
	Room Scheduling		Reconcile Tartan Trust	
	Maintenance Requests			
	Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting			
Network Support				
IT	Get Students & Faculty online	Continue Getting Students & Faculty online		
	Andrew Accts, E-Mail, Virus Defs., System Updates, Printing			

School of Drama Activity Calendar

October

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics	Continue Spring Schedule	Finalize Spring Schedule	Begin Review of Student Status SBW Mid-Semester Grades Due	Continue Review of Student Status
Audition Tour				
Study Abroad	Student Deadline for Study Abroad Apps: October 1st		Meet to determine which Student Eligibility	
Promotion & Tenure	SRC Meeting	SRC Meeting	Materials to CRC	CRC Meeting
Box Office Manager				
Pre-College			PC Group Meeting	
Publications			Postcards Show 2 to Print	Program Info Show 2 / Grad 1 Due
Associate Head				
Showcase				
Recruitment				
Business Manager				
Business Office	Fin. Rev #1 Budget FY+1 v.1 Shubert Grant		PCA Final Report for Summer	TTC Allocations for Month End
Senior Administrative Associate				
Lab Review		Completed Lab Requests Due from Faculty & Student Directors	Lab Committee Meets to Review Proposals, Dossiers, & Summaries Cast Size Verification	LRC Meeting to Match Proposals
Publications	Comp. Ticket Mailing for Show 1	Mainstage Poster 1 Due Begin Mainstage Poster 2		
Production Manager				
Production Specific	Performances (1) Announce Director (4)		Rehearsal & Tech (2) Launch (4)	
Critiques & Evaluations				
Production Assignments				
Production Admin.	Create Calendar Template for Next Season			
Pre-College				
Facilities Manager				
Facilities	Property Accounting			Reconcile Tartan Trust
	Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting			
Network Support				
IT				



School of Drama Activity Calendar

November

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics	Students to meet with Advisors	Spring OLR		
		SBW		
Audition Tour	Contact Accompanists w/ Audition Dates, Send Payment Paperwork	First Audition, Pittsburgh		Pay Ripley Grier for Space Rental
Study Abroad				
Promotion & Tenure	CRC Meeting	CRC Meeting		
Box Office Manager				
Pre-College				PC Group Meeting
Publications	Postcards Show 2 Mailed	Programs Show 2 to Print		Grad 1 Program to Print
		Press Releases Sent		
Associate Head				
Showcase				
Recruitment	Florida Theatre Conference		North Texas Theatre Auditions (Dallas)	
			Houston Area Auditions	
Business Manager				
Business Office				Begin Financial Review #2
				TTC Allocations for Month End
Senior Administrative Associate				
Lab Review	Briefing Option Coordinators at various Option Meetings	LRC Meetings		
Publications	Mainstage Poster #2 Due		Mainstage Poster #2 Due	
	Comp. Ticket Mailing for Second Show			
Production Manager				
Production Specific	Rehearsal & Tech (2)			
Critiques & Evaluations				
Production Assignments				
Production Admin.	Develop Next Season's Production Budget			
Pre-College				
Facilities Manager				
			Room Scheduling	
			Vehicle Maintenance	Reconcile Tartan Trust
	Year-Round Tasks: Keys, Room Scheduling, Provide Classroom A/V, Maint. Requests, Property Accounting			
Network Support				
IT	Final Projects			



School of Drama Activity Calendar

December

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics		Final Grades Due	Academic Action Committee Meeting Send out Action Letters Data input to SIS	
Audition Tour	Start making Travel Arrangements (Hotel & Air)			
Study Abroad			Review Grades for Approved Study Abroad Students	
Promotion & Tenure	Deadline for Materials for Spring Cases	Send Letters for Spring Cases		
Box Office Manager				
Pre-College	Pre-College Brochure Mailings Begin (From Admissions)			PC Group Meeting
Publications				
Associate Head				
Showcase				
Recruitment				
Business Manager				
Business Office		Financial Review #2 Mnt. End Nov V.1 Budget +1 yr V.2 & 2Yr V.1		
Senior Administrative Associate				
Lab Review		Due Date for Lab Selection (Titles, Scope, Text)		
Publications				
Production Manager				
Production Specific		Performances (2)		
Critiques & Evaluations		Review Evaluations	Critiques	
Production Assignments			Redo Crew & Head Grid	
Production Admin.				
Pre-College				
Facilities Manager				
Facilities		Room Scheduling	Dance Light Seating Turn-Around	Reconcile Tartan Trust
			Clean / Organize Building	
			Final Critiques Set-Up	
		Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting		
Network Support				
IT				



School of Drama Activity Calendar

January

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics		First Week of Classes Begin planning Commencement (Obtain Prelim. Schedule from Univ. Advancement)	SBW Student Registration Confirmation	Begin Fall Schedule
Audition Tour			Pittsburgh Auditions	Pittsburgh Auditions
Study Abroad				
Promotion & Tenure			Create casebooks for Spring Cases	
Box Office Manager				
Pre-College			PC Group Meeting	
Publications			Postcards Show 3 to Print	
Associate Head				
Showcase				
Recruitment	Grad Application Deadline	Schedule Grad Interviews		
Business Manager				
Business Office			NY Showcase Travel/Lodging	TTC Allocations for Month End
Senior Administrative Associate				
Lab Review		Firm-Up Season Guest Director Research Resource Finalization		
Publications			Begin Mainstage #3 Poster	
Production Manager				
Production Specific			Rehearse & Tech (3) Announce Director (1)	
Critiques & Evaluations			Deploy Crew Evaluation System	
Production Assignments				
Production Admin.				
Pre-College			Identify Production Personnell & Projects	
Facilities Manager				
Facilities	Clean / Organize Building		Keys Room Scheduling	Reconcile Tartan Trust
		Dance Light Seating Turn-around	Maintenance Requests	
	Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting			
Network Support				
IT		Cluster Rebuild		

School of Drama Activity Calendar

February

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics	Continue Fall Schedule	Continue Fall Schedule	Continue Fall Schedule	Finalize Fall Schedule
Audition Tour	NYC/Chicago Auditions	Chicago/LA Auditions	Houston/Atlanta Auditions	Pittsburgh Auditions
Study Abroad				
Promotion & Tenure	SRC Meeting for Spring Cases			
Box Office Manager				
Pre-College	Begin Content Development		PC Group Meeting	
Publications	Begin Faculty Contracts		Program Show 3 to Print	Season Announcement
	Postcards Show 3 Mailed			
	Show 3 Program Info Due			
	Press Releases Sent			
Associate Head				
Showcase				
Recruitment				MidWest Theatre Auditions (St. Louis)
Business Manager				
Business Office	Fin. Rev. #3 Budget +1yr V.3, 2yr V.2 & 3yr V.1		Awards Data Available, Funds to Judy Conte	TTC Allocaions for Month End
Senior Administrative Associate				
Lab Review	Season Announced			
Publications	Gather Info, about Mainstage 3 & 4 Comp. Ticket Mailing for Show 3		Mainstage Poster #3 Due	
Production Manager				
Production Specific	Rehearsal & Tech (3)			Performances (3)
Critiques & Evaluations	Deploy Crew Evaluation System			Launch (1)
Production Assignments				
Production Admin.	Discuss next Fiscal Yearwith School of Music			
Pre-College	Identify Production Personnell & Projects			Committ to Hire
Facilities Manager				
Facilities	Year-Round Tasks: Keys, Room Scheduling, Provide Classroom A/V, Maint. Requests, Property Accounting			Reconcile Tartan Trust
				Commencement Prep
Network Support				
IT				

School of Drama Activity Calendar

March

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics			Begin Review of Student Status	Continue Review of Student Status
Audition Tour	Select Freshman Class	Confirm Dates for NYC/Chicago/LA & Book Rental Spaces	Admissions to send Acceptance Letters	
Study Abroad		Audition Tour Post-Mortem		
Promotion & Tenure				
Box Office Manager				
Pre-College	Begin Search for Student Administrators			
Publications		Postcards to Print Show 4	Subscriber Renewal Info and Order Forms to Print	Postcards Mailed Show 4
				Program Info Show 4 Due
Associate Head				
Showcase				
Recruitment		South East Theatre Conference (Chattanooga)	USITT	
Business Manager				
Business Office	FY03 Salary Review	Track Down All Receipts from Audition Tour	Spend/Unspend Grad Scholarship from endowed accounts	TTC Allocations for Month End
	Pre-College Planning			
	Discuss/Set Next Year's Grad Tuition		ALL endowed Account Review	
Senior Administrative Associate				
Lab Review	Guest Director Offer/Contract for Next Season		Banner / Brochure Design Completed	Design & Proof Subscription Mailers
Publications	Begin Mainstage Poster #4		Report/Review Handbook Revisions to Committee	
	Call for Handbook Revisions			
	Schedule Revision Timeline for WEB Files			
Production Manager				
Production Specific	Performances (3)	Rehearsal & Tech (4)		
		Announce Director (2)		
Critiques & Evaluations				
Production Assignments				
Production Admin.	Discuss Next FY with SOM			
Pre-College	Committ to Hire			
Facilities Manager				
Facilities	Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting			Reconcile Tartan Trust
Network Support				
IT	First Comencement Headshot Reminder			

School of Drama Activity Calendar

April

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics	Continue Review of Student Status		Confirm Media Set-Up in Chosky for Commencement Students Meet with Advisors	Fall OLR Place Catering Order for Commencement
Audition Tour	Follow-up on Accepts	Follow-up on Accepts	Follow-up on Accepts	Follow-up on Accepts
Study Abroad	Send Study Abroad Guidelines to Sophomore Actors/MTs			
Promotion & Tenure	Receive List of Candidates	Send Notification Memo to Candidates Compile FCEs	Candidates to Meet with Head	Candidates to Meet with Head
Box Office Manager				
Pre-College	Begin Search for Box Office Assistants AGOL Reminder		Pre-College Admissions Letters Start (Continue Through June) PC Group Meeting	Final Schedule of Classes
Publications	Press Release Show 4 Sent Program Info Grad 2 Due	Mail Subscription Renewals Program Show 4 to Print Begin Updating ProVenue		Program Grad 2 to Print
Associate Head				
Showcase				
Recruitment				
Business Manager				
Business Office	Award Checks BEFORE Monthly HREM Deadline			TTC Allocations for Month End CFA Fin. Rev. #4
Senior Administrative Associate				
Lab Review				
Publications	Final Handbook Revisions Due from Faculty & Staff - Confirm Timeline for Updates Comp. Ticket Mailing for Fourth Mainstage Show Subscription Mailer to Printer	Mainstage Poster #4 Due Season Announcement Contact Local Newspapers	Next Season's Brochure to Designer Committees Report Handbook Revisions Compile Draft of Handbook	Collect Final Handbook Revisions Revise Handbook Files Revise Brochure & Grad. Applications
Production Manager				
Production Specific	Launch (2)	Rheersal & Tech (4)		Performances (4)
Critiques & Evaluations				
Production Assignments				
Production Admin.				
Pre-College				
Facilities Manager				
Facilities			Awards BBQ Vehicle Maintenance Reconcile Tartan Trust	
Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting				
Network Support				
IT				Prep for Commencement Presentation (Pictures & Awards)

School of Drama Activity Calendar

May

	Week 1	Week 2	Week 3	Week 4
Academic Coordinator				
Academics	Diploma Hold Notices Due	Final University Honors Due	Commencement	Academic Action Letters to Students
	Confirm Facility Set-up for Commencement	Final Grades & Certification for Graduating Students		Academic Action Committee Meeting
	Schedule Rehearsal			Input Data into SIS
Audition Tour	Freshman Class Confirmed			
Study Abroad			Review Grades fro Students Approved for Study Abroad	
Promotion & Tenure			Candidates to Submit CV, Personal Statement, Position Description, & Evaluator Lists (Professional & Student)	SRC to Meet and select SRC Evaluators
Box Office Manager				
Pre-College	Secure Faculty & Send Contracts	Review/Revise Orentation Materials	Summer Employment Begins for Students	Book Rooms & Studios
		Make Arrangements to include Tight Spot Brochure	PC Group Meeting	
Publications	Build New Season and Packages in ProVenue	Print & Mail Sbscription Renewal Reminders		Deadline for Subscription Renewal
				Mail New Brochure
Associate Head				
Showcase				
Recruitment				
Business Manager				
Business Office			CFA Fin. Rev. #5 Year-End Projection	TTC Allocations for Month End
Senior Administrative Associate				
Lab Review	Season Ad for Carnegie Mellons Magazine			
Publications				
Production Manager				
Production Specific	Performances (4)			
Critiques & Evaluations		Review Evaluations	Critiques	
Production Assignments			Create Next Year's Crew Head Grid	Develop Shop. Crew Grid
Production Admin.				
Pre-College				
Facilities Manager				
Facilities			Keys	
		Commencement Prep/Set-Up/Strike		Clean/Organize Building
		Final Critique Set-Up/Strike		Reconcile Tartan Trust
		Year-Round Tasks: Keys, Room Scheduling, Provide Classrom A/V, Maint. Requests, Property Accounting		
Network Support				
IT	Prep for Commencement Presentation (Pictures & Awards)		Commencement	