

Des Moines Community Orchestra

Concert Segment Calendar



| Week | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|--------------------------------|-------------------------------------|---|-------------------|-----|----------------------|----------------------------------|
| 7 | Prepare fundraising materials. | | Rehearsal. Pass out posters. Promote fundraising. | | | | Prepare publicity. |
| 6 | | Print press releases. | Rehearsal. Request names for bulk mail. | | | Mail press releases. | Prepare bulk mail envelopes. |
| 5 | | Print bulk mail letter and tickets. | Rehearsal. | | | | Stuff bulk mail envelopes. |
| 4 | | | Rehearsal. Final bulk mail list. | | | | Organize bulk mail zips & forms. |
| 3 | | | Rehearsal. Program notes delivered. | Label bulk mail. | | Bulk mail to P.O. | Type program. |
| 2 | | | Rehearsal. Final ad art. Final personnel list. | | | | Plan ushers. Finalize program. |
| 1 | | Print programs. | Rehearsal. Reception plans. Arrange ushers. | Collate programs. | | | Dress Rehearsal. |
| 0 | Concert. | | | | | | |