Overview to Produce the Calendar 2017-18

Nominations: (Due October 31)
- Nominations to Guy as they come in.
- Staff produces a PowerPoint of the nominees.
- Terri prepares the voting forms for the Board.

Voting: (November)
- Voting occurs at the December HPAB meeting.
- Contact the top 14 homeowners to let them know they were chosen and ask permission to feature their home in the calendar.

Calendar Layout:
- HPAB determines layout for the calendar before June meeting.

Quotes from various printers: (December)
- Contact various printers to get their best bid for printing the calendar.
- Select and contact the printer.
- Printer needs to submit the necessary format information to the graphic designer.

Selling ads: (February - June)
- Calculate how much to sell each ad, so we can raise the money to pay for the calendar printing expense.
- Sell ads. Contact previous individuals who placed ads to give them first chance to purchase. Contact the various downtown merchants.
- Invoice and collect payments.
- Collect the ads and supply them to the graphic designer.

Shoot photos of selected houses: (December – July 1)

Fun Facts: (January - March)
- Researched/generated and are ready to be placed in the calendar.

Work with the graphic designer and the printer: (December - August 1)
- Graphic designer creates the calendar layout.
- Staff reviews the artwork that the graphic designer submits. Request changes if something needs to be corrected.
- Make sure that it is submitted to the printer by the deadline.
- Coordinate with the printer to receive the calendars.

Distribute calendars: (October-November 2017)