Overview to Produce the Calendar Update August 2015

Nominations: (Dec. 1 -Jan. 31)
- Give nominations to Guy as they come in. (We do not consider past winners in order to allow others to be recognized.)
- Guy produces a PowerPoint of the nominees.
- Terri prepares the voting forms for the Board.
  As of July 29th seven of the artists have completed their work.

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

Quotes from various printers: (March)
- Contact various printers to get their best bid for printing the calendar.
- Select and contact the winning printer.
- Printer needs to submit the necessary format information to the graphic designer.
  Best Press, the firm from last year, won the bid for this year's calendar.

Selling ads: (March - July)
- 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.
  As of May 13, $6,700.00 worth of ads is sold. We still have $2,800.00 in collectables.

Shoot photos of selected houses: (February – June 1)
- Photos are shot, edited, and ready for the calendar.

Fun Facts: (March – June 1)
- Researched/generated and are ready to be placed in the calendar.

Work with the graphic designer and the printer: (February - September 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.
- In Progress. Ben is doing layout.

Distribute calendars: (October)