



## **CMEA Publication Schedule July 2015 – June 2016**

August 15

Constant Contact e-Newsletter info to Margie

August 22 – 8:30 a.m.

CMEA Conference Planning meeting

Conference Schedule on sticky note chart (day, time, room title)

August 22 – 12:30 p.m.

CMEA State Assembly Meeting

September 1

Fall Journal copy due to Margie – welcome to new year/ thank you's/ motivation/ mention the conference, but not focus/ news from the summer

Constant Contact e-Newsletter out

September 15

Fall Journal out for proofing

Constant Contact e-Newsletter info to Margie – info/news/conference tease

October 1st – 11:00 a.m.

CMEA Board Meeting

Conference Brochure copy due to Margie

Council Articles

Special Announcements

Photos of special events

Conference Spreadsheet complete

October 1

Ballot information to Butch

Councils, Districts, positions, bios and photos

All Conference Program information to Margie

Clinicians, Presiders, Titles, Descriptions

Performing Groups and Presiders

Special Events

Exhibitors

Fall Journal on website

Constant Contact e-Newsletter out

October 13

Conference Brochure out for proofing

October 15

Conference Brochure edits returned to Margie

Constant Contact e-Newsletter info to Margie – info/news/another conference tease

Conference Spreadsheet to Broadmoor

October 20

Conference Brochure to printer

October 27

Conference Brochure mailed

November 1

Winter Journal copy due to Margie – conference edition!

Photos and bios of out of state clinicians and special performers

Draft of Conference Program on website

Constant Contact e-Newsletter out

November 15

Constant Contact e-Newsletter info to Margie – info/news – more conference info

December 1

ALL Ballot info to Margie (from Butch)

Conference Program edits due to Margie

Exhibitor deadline to Ken

Constant Contact e-Newsletter sent

December 5

Ballot out for proofing

Exhibitor deadline to Margie (from Ken)

December 10

Ballot edits returned to Margie

December 15

Ballot to printer

December 8

Conference Program out for 2<sup>nd</sup> proofing

Constant Contact e-Newsletter info to Margie – info/news – more conference info

December 10

Conference Program final edits to Margie

December 14

Conference Program to printer

Conference Program on website

December 30

Ballot mailed (returned to Butch by January 20)

January 2

Winter Journal on website

Constant Contact e-Newsletter sent

January 15

Constant Contact e-Newsletter info to Margie – conference thank yous/news/info

February 1

Send changes of Forms to Margie

Constant Contact e-Newsletter sent

February 15

Forms to board for proofing

Constant Contact e-Newsletter info to Margie – conference thank yous/news/info/plans for next year

March 1

Spring Journal copy due to Margie – conference wrap up/thank yous/prof dev opportunities/looking forward/conf proposals/performances/awards

All forms on website

Constant Contact e-Newsletter sent

March 15

Spring Journal out for proofing

Constant Contact e-Newsletter info to Margie – call for proposals and performances

April 1

Spring Journal on website

Constant Contact e-Newsletter sent

April 15

Constant Contact e-newsletter info to Margie – proposal/performance deadline coming!

May 1

Constant Contact e-Newsletter sent

May 15

Constant Contact e-newsletter info to Margie – have a great summer/prof. dev opportunities

June 1 Constant Contact e-Newsletter sent