

PROGRAMS

At home position - 2 persons Set up experience helpful

OVERVIEW

Create program for the production

GOALS

1. Gather all content/ coordinate with Biography, Ads, Messages and Artwork contest committees
2. Place content in an orderly and pleasing manner
3. Share drafts through Google Docs to be edited for spelling, etc.
4. Copy and assemble for shows

TIMELINE

1. Contact Artwork, Biographies, Messages, and Ad Committees to establish deadlines - mid September
2. Gather information throughout production as determined by established deadlines to produce a finished product by tech week