

**Timetable for 6 December 2008 Concert**  
Issue 1

Date	Day	Countdown in weeks	Task Due	Who?	Comment
08/09/2008	Mon	13			
15/09/2008	Mon	12			
22/09/2008	Mon	11	Arrange regular comp tickets.	PE/LB	Stefan, soloist, charity.
23/09/2008	Tue	11	Design posters.	PE	
29/09/2008	Mon	10	Send posters to printer.	PE	
04/10/2008	Sat	9	Pick up posters & do 'drops' in city.	KB	
06/10/2008	Mon	9	Start selling BCO tickets	LB	
13/10/2008	Mon	8	Send mailshots and press releases.	KB	AGM night
20/10/2008	Mon	7			
27/10/2008	Mon	6	<i>HALF TERM - Committee Meeting</i>	All	At Ida's house.
03/11/2008	Mon	5			
10/11/2008	Mon	4	Compile list of players for programme.	PE	With help from section leaders.
17/11/2008	Mon	3	Finish programme musical notes.	KB	KB sends to PE.
24/11/2008	Mon	2	Finalise programme & send to printer.	PE	
26/11/2008	Wed	1	Send final press releases.	KB	
29/11/2008	Sat	1	Pick up programmes from printers.	PE	
01/12/2008	Mon	1	Close BCO ticket sales.	LB	
02/12/2008	Tue	0	Reconcile BCO sales figures.	LB	
03/12/2008	Wed	0	Return unsold tickets.	LB	StG's deadline: Wed 03/12.
03/12/2008	Wed	0	Send BCO sales figures to StG's.	LB	
03/12/2008	Wed	0	Finalise car parking, etc with StG's.	PE	
06/12/2008	Sat	0	Give BCO comp tickets to box office	LB	For collection by BCO guests
06/12/2008	Sat	0	Bring flowers or wine for soloist.	MI	