

TERM 1 SUPPORT SERVICE PLANNER 2017

	MON	TUES	WED	THU	FRI	SAT	SUN
WEEK	23 Jan Team returns Email update Request Showbag Info CDs due from ATD – send to sch + HPI+reg sch ASAP Orch scores EOI to reg	24 Jan Order new badges Email regions with affiliates and numbers, MOU Organise packers Confirm T-shirt order form with Anthony	25 Jan Re-Advertise TRT Affiliation Follow up schools re solo venues not confirmed yet. Open forms Orch round 2, clusters. Team Meeting 4pm – 6pm	26 Jan Australia Day Public Holiday	27 Jan	28 Jan	29 Jan
1	30 Jan	31 Jan	1 Feb	2 Feb	3 Feb	4 Feb	5 Feb
	School Starts Send Regional MOU's 2017 Start production Paperwork Pack showbags/CDs Scores with Choreo pics due	Advertise 2019 Orch/Choral student compositions Travel permissions	Email schools with no choir time Updated handbook on web Discuss Flags	Confirm venues/dates - A/A, comperes, solos, troupe, orchestra, conducting / solo Masterclass Letter to Principals re HPIs Troupe A5 flyer to schools	Prepare showbag info Check retirees for Conf 1		
2	6 Feb	7 Feb	8 Feb	9 Feb	10 Feb	11 Feb	12 Feb
	Email Schools conference reminder. Prepare Orch Cond scores/CDs SAPPS Choir commences Pack showbags Orch scores EOI from regions	Email Reg/Remote TT Conference check AM	Pack CDs etc Letter to Principals – orch/troupe/CMS/volunteer sign-off Transport gear to CFC	Conference 1 (Day 1) 8:15-4:30 Seaton CFC	Conference 1 (Day 2) 8:30-3:30 Seaton CFC		
3	13 Feb	14 Feb	15 Feb	16 Feb	17 Feb	18 Feb	19 Feb
	Troupe bookings open* Cluster visits start through Wk 7 Upload choreo DVD to portal Orch guidelines review by IMS	Organise photos with Klemzig PS Open forms AA, Compere, Regular solo, non avail-assess, Foyer. Request AGM Annual Reports	Check First Aid Kits List of HPIs/vols to assist @ orch rehearsals 2018 Rep suggest due Team meeting 4pm -6pm Creative	Exec Mtg 1:30 – AGM notification, life members, & Xtra+ Perf. CD to orch kids	CW wkshp/audition bookings open + email CTs Fringe until 19/3		
4	20 Feb	21 Feb	22 Feb	23 Feb	24 Feb	25 Feb	26 Feb
	Follow up email Regional/Remote T/T Email update Repertoire mtg reminders		Student compositions due 2018 2018 CW samples due Repertoire Mtg 4:15pm PSMF Klemzig	Copy CDs / music +region packs	Reg MOU's due	SAPPS Choir camp (TBC)	SAPPS Choir camp (TBC)

Term 1 Continued

5	27 Feb	28 Feb	1 Mar	2 Mar	3 Mar	4 Mar	5 Mar
	HPI PMP selection	Confirm regional dates & MOU Round 2 Orch auds		Clipsal until 5/3 Orch Rehearsals start	Adelaide Fest until 19/3		
6	6 Mar	7 Mar	8 Mar	9 Mar	10 Mar	11 Mar	12 Mar
			AGM reports & Annual reports on website Team meeting 4pm	Orch cond mtg PSMF 4:30	CW solo Tchr noms due to students Non avail for assmnts due from schools WOMAD until 13/3		
7	13 Mar	14 Mar	15 Mar	16 Mar	17 Mar	18 Mar	19 Mar
	Adelaide Cup Holiday	Resend country TT Repertoire Mtg PSMF 4:15 if required	Exec Mtg 2:00pm AGM 4:30pm	Email A/A info to orch / trp / SAPPS Troupe Co-ord Mtg PSMF 4:30pm	Distribute Assess TT to school	Country Conf X 2 (TBC)	
8	20 Mar	21 Mar	22 Mar	23 Mar	24 Mar	25 Mar	26 Mar
	Periodic Return	Harmony Day DreamBig visits	Email Update CW soloists wkshp/audition bookings for families close	PASW Bkgs open	Follow up Regions Re reg conf.		
9	27 Mar	28 Mar	29 Mar	30 Mar	31 Mar	1 Apr	2 Apr
		CW soloists Aud/wksp 4:15 – 6:30pm	Compere Pre-Aud Wksp TBC Troupe bookings close Team meeting 4pm	Orchestra Begins	A/A noms due Orch Manager to check AAs Compere Audition TEACHER nominations due	Country Conf X 2 (TBC)	Daylight Saving ends
10	3 Apr	4 Apr	5 Apr	6 Apr	7 Apr	8 Apr	9 Apr
	Metro assessments begin	Troupe auditions - Nth (parent info session) 4:30-6:45	Troupe Auditions - Sth (parent info session) 4:30-6:45	Compere PARENT confirmation due			
11	10 Apr	11 Apr	12 Apr	13 Apr	14 Apr	15 Apr	16 Apr
		Orch letters to arrangers	Compere aud and agenda info emailed	Email update reminders Successful Tpe & CW soloist notification	GOOD FRIDAY	Easter	Easter

TERM 2 SUPPORT SERVICE PLANNER 2017

1	1 May	2 May	3 May	4 May	5 May	6 May	7 May
	Assessments Wks 1-8 Email update	Compere scripts to team Set Production and Concert Managers mtgs PASW bookings close	Foyer to Xtra Team 4:00pm	Exec: 1:30pm - Repertoire Songbook weebly update & email Orch Full Day Wkshop	A/A audition letters out DoM & OrchMan re orchestrations for 2018 Generations in Jazz until 7/5		Mothers' Day
2	8 May	9 May	10 May	11 May	12 May	13 May	14 May
	Remote visits? Repertoire permissions and arrangers Roxby Visit (TBC)	NAPLAN PASW PSMF Klemzig 4:15-5:45 TBC Check audio equip for off site rehearsal	NAPLAN Conference Packs	NAPLAN	Regional Conference Conducting Masterclasses	Conf 2 8:30-1:30 (TBC)	
3	15 May	16 May	17 May	18 May	19 May	20 May	21 May
	Begin Invite lists Prepare and print comps and passes Troupe Rehearsals begin this week tbc Country Visits this week	Start MCUI process Whyalla Visit (TBC)	PASW Darlington 4:15- 5:45	Compere scripts – outline/draft DreamBig Until 27 May	Solo nominations due		Troupe W/Shop TBC
4	22 May	23 May	24 May	25 May	26 May	27 May	28 May
	Organise Volunteers for AA/Solo Auditions Reminder re Choir Photos Pt Augusta (TBC)	Compere auditions Klemzig Leigh Creek Visit (TBC)	Email solo audition T/T Team 4:00pm	Troupe/Orch clothing	Foyer applications due Sorry Day		
5	29 May	30 May	31 May	1 Jun	2 Jun	3 Jun	4 Jun
	AA Auditions Country Visits this week Compere auditions Klemzig TBC 9:00am–3:30pm	AA Auditions	AA Auditions		AA Auditions Concert Availability due		Troupe W/Shop TBC SAPPS @ YAS Elder Hall TBC

6	5 Jun	6 Jun	7 Jun	8 Jun	9 Jun	10 Jun	11 Jun
	Solo Auditions PSMF Klemzig	AA auditions Ad HS Solo Auditions Hallett Cove South PS	AA Auditions PIC Solo Auditions Salisbury Hts PS	Solo Auditions (TBC) Solo DVD auditions due	AA DVD auditions due Cabaret Festival until 24/6		
7	12 Jun	13 Jun	14 Jun	15 Jun	16 Jun	17 Jun	18 Jun
	Queen's Birthday	AA Panel meets Schedule Foyer concert auditions Email: Choreo leaders info Eisteddfodd (TBC)	Compere scripts to regions Team 4pm	Send orch shirts email Exec 1:30pm invitations Eisteddfodd (TBC) OR Workshop central TBC	Choir photos due	Eisteddfodd (TBC)	
8	19 Jun	20 Jun	21 Jun	22 Jun	23 Jun	24 Jun	25 Jun
		Start concert grid	CM Mtg 4:30pm PSMF TBC	Orchestra workshop 2 – x 2 tbc ½ day N/C Send Trp/Orch jackets email	Assessments finish		Troupe Workshop (TBC)
9	26 Jun	27 Jun	28 Jun	29 Jun	30 Jun	1 Jul	2 Jul
	A/A results out Start program process Complete concert grid	Foyer Concert auditions if required Complete solo grid	Text alert re grids	Orchestra workshop 2 – x 1 tbc ½ day S Compere placement pm	Email update Orch/Troupe clothing order Teacher noms choreo students due to students TBC		SAPPS Choir mid year concert (TBC)
10	3 Jul	4 Jul	5 Jul	6 Jul	7 Jul	8 Jul	9 Jul
	Student certificates delivered this week		Troupe, orchestra photos due	Initiate EOI for Singing in DECD	A/A info due Choreo Leader online booking audition due		

TERM 3 SUPPORT SERVICE PLANNER 2017

1	24 Jul	25 Jul	26 Jul	27 Jul	28 Jul	29 Jul	30 Jul
	Begin preparing 2018 Orch Aud info Email soloists re workshops reminder Send EOI Singing for T3 & T4 DECD	Compere mentor mtg PSMF 4:30pm Organise Solo M/ CI volunteers Prepare invites	Team - Creative 4pm till late (incl SM, ASM, AD)	All comps out by end of week: invite & park to HPIs & Exec Troupe/orch packs out	Choreo Leader auditions 4-6pm		
2	31 Jul	1 Aug	2 Aug	3 Aug	4 Aug	5 Aug	6 Aug
	Email 2018 songbook cover comp details	Confirm Kaurna welcomes Soloist Masterclass PSMF Klemzig 4:10-6:30		Post solo info pack EOI FT accomps sent out Exec 1:30pm (Affil)	Foyer concert grid out Walk A Mile	Compere workshop + photos PSMF Klemzig 1:00-4:00 (TBC)	Troupe Workshop TBC
3	7 Aug	8 Aug	9 Aug	10 Aug	11 Aug	12 Aug	13 Aug
	Bulk ticket sales open Printing/Prod docs Prepare info for AEC Production meeting	Source First Aid and send docs	Soloist Masterclass Darlington 4:10-6:30	EOI Singing at DECD Due Complete program ready for team proofing	Choreo Leader Wkshp DVD forms due at PSMF Orch scores due from arr		
4	14 Aug	15 Aug	16 Aug	17 Aug	18 Aug	19 Aug	20 Aug
	Team Proof read program AEC Production Mtg (TBC) Prepare Orch Aud info for Xtra	Wakakirri till 18/8	Prepare OS packs Team 4:00pm Pt Augusta TBC	Concert Mgrs Mtg AEC 4:30pm Orch pieces due from arr. Stand alone 2018	Foyer concert info due EOI for FT accomps due		
5	21 Aug	22 Aug	23 Aug	24 Aug	25 Aug	26 Aug	27 Aug
	Off Site bump-in Tix counter sales open Draft program to printer DoM and OM check 2018 scores - changes send to arr.	Off Site N Bishop Bash / Review / HPI lunch invites out celebration	Off Site S with Trp	Off Site N with Tpe Program cover to printer OR @ MM S/C tbc	Off Site S with Tpe		Troupe Workshop @ MM (TBC)

Term 3 Continued

6	28 Aug	29 Aug	30 Aug	31 Aug	1 Sep	2 Sep	3 Sep
	Off Site N	Off Site S bump-out pm	SE Visit Team 4pm	SE Visit Exec 1:30pm – Hosting VIPs	'Welcome' list to Team & Compere Manager SE Visit Royal Show until 10/9	½ day SAPPS choir Recording Reh.	Fathers' Day
7	4 Sep	5 Sep	6 Sep	7 Sep	8 Sep	9 Sep	10 Sep
	Compere Pronunciation Session PSMF Klemzig 9:00-3:00	Initiate Principal Prog selling	FT Packs Programs delivered		Prepare affil forms for 2018 Props in 2018 Orch standalone scores due		
8	11 Sep	12 Sep	13 Sep	14 Sep	15 Sep	16 Sep	17 Sep
	Bump In Orch info out & bookings open (Xtra+)	Concert 1	Concert 2	Concert 3	Concert 4 -	Concert 5 evening Oz Asia (TBC)	Concert 6 Matinee Bump Out City to Bay Run (TBC)
9	18 Sep	19 Sep	20 Sep	21 Sep	22 Sep	23 Sep	24 Sep
	DARK DAY!!!!		Book lunch for Review			SAPPS Choir recording rehearsal Pedal Prix (TBC)	Pedal Prix (TBC)
10	25 Sep	26 Sep	27 Sep	28 Sep	29 Sep	30 Sep	1 Oct
	HPI TT packs out	HPI Celebration Survey Monkey for Festival feedback	Songbook 2018 to typesetter Team 4pm		Office Manager to type up White board		Moon Lantern Festival (TBC)

TERM 4 SUPPORT SERVICE PLANNER 2017

1	16 Oct	17 Oct	18 Oct	19 Oct	20 Oct	21 Oct	22 Oct
	Book conf / reh venues & TPG Orch A5 flyer to schools Prepare orch audition excerpts	Singing in DECD reminder to selected schools	Post Adelaide affiliations Team 4.00pm Creative	Advertise Orch/Trpe Conductors Positions + Coordinators – email & xtra	SAPPS Choir EOIs due	Review PSMF 9:00-2:30	**SAPPS choir Reh last Sat of Hols 14 th Oct
2	23 Oct	24 Oct	25 Oct	26 Oct	27 Oct	28 Oct	29 Oct
	SAPPS choir recording Orch scores checking, bowing, excerpts	SAPPS choir recording	Source choreographer, AD & CW & composers 19	SAPPS choir recording Exec 1.30pm	SAPPS choir recording Post Affiliations	SAPPS Choir Recording Rehearsal	
3	30 Oct	31 Oct	1 Nov	2 Nov	3 Nov	4 Nov	5 Nov
	SAPPS choir recording	SAPPS choir recording Orchestra excerpts on web		SAPPS choir recording	SAPPS choir recording HPI T/T due		
4	6 Nov	7 Nov	8 Nov	9 Nov	10 Nov	11 Nov	12 Nov
	Meet with Choreographer	(Melbourne Cup) SAPPS choir Auditions – UPS	Strategic/TfEL/Creative lunch meeting	Team Whiteboard	Orchestra bookings close	Remembrance Day	
5	13 Nov	14 Nov	15 Nov	16 Nov	17 Nov	18 Nov	19 Nov
	School recording Email update – who is retiring	School recording Request regional data and financial statement	SAPPS Choir Auditions – UPS Source Compare Mgr Info re CW to Compare Mgr	School recording Orchestra auditions	School recording Songbook covers due Cluster Host Applications close		

Term 4 Continued

6	20 Nov	21 Nov	22 Nov	23 Nov	24 Nov	25 Nov	26 Nov
	Editing Week Prepare conf/cluster rego incl cluster reg Edit handbook details	Editing Dispersal of excess materials Photograph songbook cover finalists	Editing Book comp / solo / orch / A/A / Tpe venues	Editing Long Exec 1:30pm – songbook covers, budget Orchestra auditions KPS	Editing Orchestra scores finalised Adelaide Affiliations due		
7	27 Nov	28 Nov	29 Nov	30 Nov	1 Dec	2 Dec	3 Dec
		Confirm cluster hosts	Notify schools of songbook cover winner Organise cheque presentation Team 4:00	Prepare A/A, Foyer / Trp info for emailing Tpe/Orch Coordinator EOI's due			
8	4 Dec	5 Dec	6 Dec	7 Dec	8 Dec	9 Dec	10 Dec
	Mastering Week Carols @ DECD Week	Mastering Confirm 2018 AD Reg data/finances due	Mastering Return songbook entries where requested	Mastering Invite Life Members and retirees to Conf 1 Successful orch notif. Exec Lunch/ Brekky	Mastering		SAPPS choir Concert
9	11 Dec	12 Dec	13 Dec	14 Dec	15 Dec	16 Dec	17 Dec
	Mastering Week	Mastering Handbook ready for RN Info for Xtra – AA/Trp/FoyerC/Orch	Mastering Email regions / associates conference reminder HPI Packs TT/CD/Acc Accomps for Reg Coords Team 4:00 (if req)	Mastering Team Christmas Lunch	Mastering		
10	18 Dec	19 Dec	20 Dec	21 Dec	22 Dec	23 Dec	24 Dec
		Christmas Party?					