

TERM 1 SUPPORT SERVICE PLANNER 2018

	MON	TUES	WED	THU	FRI	SAT	SUN
WEEK	22 Jan Email update	23 Jan	24 Jan	25 Jan	26 Jan Australia Day Public Holiday	27 Jan	28 Jan
1	29 Jan	30 Jan	31 Jan	1 Feb	2 Feb	3 Feb	4 Feb
	School Starts	Advertise 2020 Orch/Choral student compositions	Update Info on web				
2	5 Feb	6 Feb	7 Feb	8 Feb	9 Feb	10 Feb	11 Feb
	Email Schools conference reminder. SAPPS Choir commences			Conference 1 (Day 1) 8:15-4:30 Seaton CFC	Conference 1 (Day 2) 8:30-3:30 Seaton CFC		
3	12 Feb	13 Feb	14 Feb	15 Feb	16 Feb	17 Feb	18 Feb
	Troupe bookings open Cluster visits start through Wk 8	Open forms AA, Compere, Regular solo, non avail-assess, Foyer.		Exec Mtg 1:30 – AGM notification, life members, & Bulletin Board	CW wkshp/audition bookings open + email CTs TBC Fringe until 18/3	Country Conf Naracoorte South Riverland	
4	19 Feb	20 Feb	21 Feb	22 Feb	23 Feb	24 Feb	25 Feb
	Repertoire mtg reminders		Student compositions due for 2019	Round 3 Orch auds	Reg MOU's due 2019 Rep suggest due	SAPPS Choir camp	SAPPS Choir camp

Term 1 Continued

5	26 Feb	27 Feb	28 Feb	1 Mar	2 Mar	3 Mar	4 Mar
	EOI for animation/vision	Confirm regional dates & MOU	Repertoire Mtg 4:15pm PSMF Klemzig	Adelaide 500 until 5/3 Orch Rehearsals start	Non avail for assmnts due from schools Adelaide Fest until 18/3	Country Conference Eyre Penin & Port Pirie TBC	
6	5 Mar	6 Mar	7 Mar	8 Mar	9 Mar	10 Mar	11 Mar
	Hosts – adult script ready	AA/Foyer to Bulletin Board		Orchestra	CW solo Tchr noms due to students WOMAD until 12/3	9	
7	12 Mar	13 Mar	14 Mar	15 Mar	16 Mar	17 Mar	18 Mar
	Adelaide Cup Holiday	Resend country TT Repertoire Mtg 4:15 if required	AGM 4:30pm	Email A/A info to orch / trp / SAPPS Orchestra	Email Assess TT		
8	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar	24 Mar	25 Mar
			CW soloists wkshp/audition bookings for families close Schools Row allocations Harmony Day Team	Pre Aud Solo Work Bkgs open Orchestra	Follow up Regions Re reg conf. Clusters end		
9	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar	31 Mar	1 Apr
	Dream Big 2019 Remote/Regional Visits	CW soloists Aud/wksp 4:15 – 6:30pm	Host Pre-Aud Wksp TBC Troupe bookings close Host Teacher Nominations open TBC	Orchestra	GOOD FRIDAY		Daylight Saving ends
10	2 Apr	3 Apr	4 Apr	5 Apr	6 Apr	7 Apr	8 Apr
	Easter Monday	Troupe auditions - Nth (parent info session) 4:30-6:45 Country assessments begin AA closing reminder	Troupe Auditions - Sth (parent info session) 4:30-6:45 Host Audition TEACHER nominations Close TBC		A/A noms due		
11	9 Apr	10 Apr	11 Apr	12 Apr	13 Apr	14 Apr	15 Apr
		Orch guidelines to arrangers Host – Family online Close TBC		Successful Tpe & CW soloist notification Host prep exercise online			

TERM 2 SUPPORT SERVICE PLANNER 2018

1	30 Apr	1 May	2 May	3 May	4 May	5 May	6 May
	Metro Assessments Start Wks 1-8 Email update	Travel permissions Pre Aud Solo Workshops bookings close Set plan & C Manager Meetings		Orch Full Day Wkshop	A/A/Foyer audition letters out Generations in Jazz until 7/5		
2	7 May	8 May	9 May	10 May	11 May	12 May	13 May
		Pre Aud Solo Wshp PSMF Klemzig 4:15-5:45			Regional Conference Conducting Masterclasses	Conf 2 8:30-1:30	Mothers' Day
3	14 May	15 May	16 May	17 May	18 May	19 May	20 May
		NAPLAN Troupe Rehearsals begin tbc	NAPLAN Pre Aud Solo W shop Darlington 4:15-5:45	NAPLAN DreamBig 2019 Orchestra Sectionals			Troupe W/Shop TBC
4	21 May	22 May	23 May	24 May	25 May	26 May	27 May
	Reminder re Choir Photos	Solo nominations due		Troupe/Orch clothing	Email solo audition T/T	Sorry Day	SAPPS @ YAS TBC
5	28 May	29 May	30 May	31 May	1 Jun	2 Jun	3 Jun
		AA Auditions MHS	Host Workshop/audition TBC	Orchestra Sectionals #2 Host Workshop/audition TBC	AA Auditions KPS Concert Availability due Host Call back (If needed) TBC		Troupe W/Shop TBC

Term 2 Continued

6	4 Jun	5 Jun	6 Jun	7 Jun	8 Jun	9 Jun	10 Jun
	AA auditions AHS Solo Auditions PSMF Klemzig Host "Kid script" due Prepare ticket info	AA auditions BHS Solo Auditions Hallett Cove South PS TBC	AA Auditions WHS Solo Auditions Salisbury Hts PS TBC	AA auditions PIC Solo Auditions FGPS Solo DVD auditions due R & K Database Work	AA DVD auditions due AA Panel meets Host Script ready Cabaret Festival until 23/6		
7	11 Jun	12 Jun	13 Jun	14 Jun	15 Jun	16 Jun	17 Jun
	Queen's Birthday	Email: Choreo leaders info Eisteddfodd (TBC)	Host scripts to regions	Eisteddfodd (TBC) Orch Workshop	Choir photos due		Troupe Workshop (TBC)
8	18 Jun	19 Jun	20 Jun	21 Jun	22 Jun	23 Jun	24 Jun
		Start concert grid Start Jane Lyall process	CM Mtg 4:30pm PSMF TBC Animation Due TBC	Orchestra workshop Send Trp/Orch jackets email Email Team re invites	Assessments finish		
9	25 Jun	26 Jun	27 Jun	28 Jun	29 Jun	30 Jun	1 Jul
	A/A results out Complete concert grid	Complete solo grid	Solo letters out Host placement pm TBC	Orchestra workshop Teacher Nom Choreo leaders due to students	Email grids Host Script to Hosts		SAPPS Choir mid year concert
10	2 Jul	3 Jul	4 Jul	5 Jul	6 Jul	7 Jul	8 Jul
	Student certificates delivered this week		Troupe, orchestra photos due	Initiate EOI for Singing in DECD & Nth Terrace	A/A info due Choreo Leader online booking audition close		

TERM 3 SUPPORT SERVICE PLANNER 2018

1	23 Jul	24 Jul	25 Jul	26 Jul	27 Jul	28 Jul	29 Jul
	Email soloists re workshops reminder	Host mentor mtg PSMF 4:30pm		Orch/Troupe clothing order closes Troupe/orch packs out	Choreo Leader applications close		Host workshop TBC
2	30 Jul	31 Jul	1 Aug	2 Aug	3 Aug	4 Aug	5 Aug
	Email 2019 songbook cover comp details	Kaurna welcomes Set recording choir & dates Soloist Masterclass PSMF Klemzig 4:10-6:30	Email invites/grid Organise Tix from FT		Foyer concert grid out Choreo Leader auditions 4:15-6:00pm Walk A Mile TBC		
3	6 Aug	7 Aug	8 Aug	9 Aug	10 Aug	11 Aug	12 Aug
			Soloist Masterclass Darlington 4:10-6:30	EOI Singing in DECD due	Choreo Leader Wkshp 4:15-5:15pm		Troupe Workshop TBC Host workshop TBC
4	13 Aug	14 Aug	15 Aug	16 Aug	17 Aug	18 Aug	19 Aug
	FT Production Mtg (TBC)	Wakakirri till 18/8	Initiate feedback survey Pt Augusta TBC	Concert Mgrs Mtg FT at PSMF 4:30pm	Foyer concert info due		
5	20 Aug	21 Aug	22 Aug	23 Aug	24 Aug	25 Aug	26 Aug
	Off Site	Off Site S Mid North TBC Hosts incl Offsite	Off Site C Pt Pirie TBC	Team meeting 8am Off Site N	Off Site S	Troupe Workshop (TBC) Conducting Master Class	Troupe Workshop (TBC) Host Workshop

Term 3 Continued

6	27 Aug	28 Aug	29 Aug	30 Aug	31 Aug	1 Sep	2 Sep
	Off Site C	Off Site N bump-out pm			'Welcome' list to Team & Host Manager	½ day SAPPS choir Recording Reh.TBC	Fathers' Day
7	3 Sep	4 Sep	5 Sep	6 Sep	7 Sep	8 Sep	9 Sep
	Prepare FT voiceover Check council re closures Host Pronunciation Session PSMF 9:00-3:00 Singing in DECD	Initiate Principal Prog selling		OR setup plans to Prod Man/SM	Prepare affil forms for 2019 2019 Orch standalone scores due Royal Show until 16/9		
8	10 Sep	11 Sep	12 Sep	13 Sep	14 Sep	15 Sep	16 Sep
	Orch info out & bookings open (Bulletin)	Host included at rehearsals Source DECD census data	Whiteboard Check (Week 10) Team 4:00pm				City to Bay Run
9	17 Sep	18 Sep	19 Sep	20 Sep	21 Sep	22 Sep	23 Sep
	Bump in day Oz Asia (2 Oct)	C1	C2	C3	C4	C5 Matinee C6 Evening SAPPS Choir recording rehearsal Pedal Prix	C7 Matinee C8 Evening Pedal Prix
10	24 Sep	25 Sep	26 Sep	27 Sep	28 Sep	29 Sep	30 Sep
	Dark Day HPI TT packs out Prepare SAPPS choir EOIs (BulletinBoard) Prepare Orch coord and Troupe Coords EOIs	C9 Send DECD planner our dates Survey Monkey for Festival feedback	C10 Whyalla TBC Songbook 2019 to typesetter	C11 Whyalla TBC	C12 Office Manager to type up White board		Moon Lantern Festival (TBC)