

PLANNING BOOK CHAIR

Responsible for the overall design, development, printing and mailing of the Planning Book.

Qualifications

- Good computer skills. Knowledge of desktop publishing software and booklet formatting helpful but not required.
- Ability to apply the following basic management skills: (e.g. good follow-up, ability to work within restrictive time frames and meet deadlines, being resourceful and solving problems quickly and efficiently, dealing effectively with people).

Time Commitment

This is a six-to-nine month assignment, with busy periods occurring from about September – December prior to the Specialty, finalizing content and layout, printing and mailing the booklet. This busy period is followed by one-two months of light duty fulfilling requests for booklets.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, Registration, and Planning Book, noting all details of the Planning Book position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Obtain a planning book(s) from previous years to help determine proposed content and layout.
- Work with Show Chair to develop the preliminary budget, production schedule, submission deadlines and layout with respect to registration format (i.e. central vs. each chair receives own).

Approximately One Year out

- Inform committee chairs of the planning book content submission deadline (recommended to be September 1st or as soon as practical to that date).
- Plan on attending current year's specialty if possible to learn from current Chair and make contacts for your event.

~9 months out

- Post last year's planning book and/or content outline to the Yahoo group as a reference for committee chairs.
- Send out a reminder at least two weeks prior to the deadline that planning book content is due.
- Contact the Membership chair to determine distribution counts.
- Finalize budget and advise Show Chair of forecasted expenses (i.e. publication costs, envelopes – if desired, labels, domestic and foreign postage, etc.).

September & October prior to Specialty

- Gather and format content. Work with the Show Chair to edit content as appropriate.
- Post draft planning book to the list and request committee chairs proofread and sign off on his/her section(s).

November prior to Specialty

- Obtain final approval from Show Chair and Specialty Coordinator prior to publication.
- Send all "cutting room floor" content to Specialty Website Chair to mount to the Specialty website.
- Order postage.
- Request mailing list/labels of BMDCA membership.
- Begin recruiting volunteers to help get planning books ready for mailing.

No later than December prior to Specialty

- Submit approved planning book to printers and Specialty Website Chair for mounting to the Specialty website (and creating writeable form(s) if desired).
- Sign-off on blue-lines (if printed)
- Prep printed books for mailing.

January prior to Specialty

- Mail planning books to BMDCA membership.
- Prepare copies of large text format (if desired)
- Request information be placed on website how individuals can obtain a planning book (or large text format) by mail.
- Mail out additional planning books as needed.
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Number of pages
2. Quantity of books printed
3. Cost of Printing
4. Total Quantity of books mailed (including extras)
5. First Class or Bulk Mail