

Activity	Responsibility	Due Date	Completed	Notes
				RED=registration; BLUE=publications; Yellow=t-shirts
<b>2023 NVSO Critical Events Timeline</b>				
Meeting Minutes	Secretary	Monthly		
Financial Reports	Treasurer	Monthly		
		<b>January</b>		
Discuss Budget & fee structure	Committee			
Discuss Opening/closing Dates of events	Committee			open reg=thurs, 7/6; close reg=Thurs, 8/31 (7 wks); t-shirt close Thurs 8/24 (2 wks before opening)
Draft Critical-Events timeline	Committee			
Discus COVID implications	Committee			ask vaccination status?
Executive committee composition	Committee			elected officers + ?
Establish Committees	Committee			Events;FundRaising;publications/publicity;Rules;Registration;Website; Volunteers;T-shirts
Discuss Email to NVSO Community about '23				registration opening and closing dates; fees;
		<b>February</b>		
Decide on Registration policy & Fees	Committee			
Discuss new events proposed and what to delete	Events Committee			
Discuss dates for opening and closing registration	Committee			
Confirm Fusespot Contract	Herb			
Update Fusespot Registration for new year	Herb & Karen J-H			
File IRS & SCC Reports	Jack, Treasurer			
When to start contacting potential Patrons	Fundraising comm			
Decide on T-shirt/give-away item	Committee			
Design Post card "Save the Date" for NVSO	Pubs Comm			
		<b>March</b>		
Approve NVSO Flyer design	Committee			
Monitor of nvso email account	recruit			<a href="mailto:nvso1982@gmail.com">nvso1982@gmail.com</a>
Begin to contact potential Patrons	Fundraising Comm			
Contact event directors	Events Committee			
Review competition schedule	Events Committee			
Update Patrons Flyer & Power Point panels, & Ads	Pubs Comm			
		<b>April</b>		
NVSO Flyer printed (1000 each) General + volunteer	Pubs Comm			
Distribute Flyer to Committee	Pubs Comm			
		<b>May</b>		
EDs contact "specialists" needed for events	EDs			
Finalize Events	Events committee			
ID Event Directors	Events committee			
		<b>June</b>		
Finalize Venues	Eds & Events Com			
Establish Competition schedule	Events Comm			
Establish registration Opening/closing dates	Committee			
ID Supplies and Equipment on-hand/needed	Eds			
Design registration publicity	Pubs Comm			
ID volunteer Needs & EMT needs	Event Directors			
Update Website	Lydia			
Update Power Point				
Approve New Rules (long, short)	EDs & Rules Comm			
Discuss Publicity Schedule				
Finalize patron commitments	Budget Comm			
Opening Day				
Track Starter Scheduled	Jennifer Weber			
Color Guard scheduled				
National Anthem singer(s)	Judy Massabny			
Registration "Brochure" approved	Committee			
Email alert to register to potential participants				
Submit t-shirt design				
Registration "Brochure" to printer	Pubs Committee			
Distribute Registration "brochure"	Pubs Committee			
display on web site	Web			
		<b>July</b>		
Renew Permit for mailing as a non-profit				
Estimate medals needed and order				

Add names & addresses of NVSO Roster and Event Directors to snail mail list				
Mail Brochure to NVSO list community Centers etc	Chair/registrar Pubs Committee			
Approve t-shirt design and material	Committee			
Registration Opens online				
Ask Fusesport to provide link to daily updates of registration				
		August		
Opening day Planning				
Invite junior ROTC from a high school				
VIPs and Jurisdictional reps invited	chair			
Gold Patrons invited				
Torch bearer invited				
reserve 6'-tables for Patrons, track checkin, recording results, t-shirt distribution, coffee etc. (20+)				
Email reminder of reg closing date to NVSO list	registrar			
Renew insurance	Carol MacKela			
Report on Volunteer status	Event directors			
Order t-shirts for participants, volunteers & Patrons	Taacha			
Email registrants where t-shirts can be picked up	Herb			
Finalize patrons list for Opening day program				
Review design/content of Opening Day Program				
Order Certificates of Appreciation for patrons				
Registration closes online				
Finalize Opening Day program for printer				
		September		
Pickup equipment from Fairfax Storage				
Walk-through of Thomas Jefferson CC				
Begin programming Results Score Sheets				
Committee Meeting				
Opening day				
NVSO events				
Report Results to Registrar	Eds			
Post results on Website	Lydia			
		October		
Statistical analysis of Participants				
Lessons learned	Eds			
form Nominating committee				
Results Book prepared				
		November		
Committee Luncheon				
Elect Officers for 2023				
Set Dates for 2023 NVSO				