

| | WK - 1 | WK 2 | WK 3 | WK 4 | WK 5 | WK 6 | WK 7 | WK 8 | WK 9 | WK 10 | FINALS |
|--|----------------------------------|---|--|--|---------------------------------|--|--|---------------------------|------------------------|---|---------------------------------------|
| CCACP Events 2011-2012 Fall Quarter | | | | | | Nov. 4* VSS: Juila Harrison | Nov. 11* VSS: Juila Harrison Nov. 9 Arts in Healthcare Regional Meeting | | | Dec. 2* Visiting Scholar: Juila Harrison | |
| Arts & Economic IV Study | Complete survey collection | Complete survey collection | 3Q Survey batch due | Complete survey collection | | | | | | | |
| Marketing & Communi- cations | | Renew Constant Contact | Design Fall event promo materials | Promote events; see marketing plan | Begin newsletter research | | Write newsletter content | Design Winter Promo | Send out newsletter | Promote early winter event | |
| Development | Batchblue training | | | | | | | | | | |
| Admin | Admin Meeting | Admin Meeting; interview workstudy | Admin Meeting; hire work study | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting; meeting agenda | Admin Meeting; CCACP meeting |
| Budget | | | Review Budget | | | Review Budget | | | Review Budget | | Final Budget Review |

September

| S | M | T | W | T | F | S |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

October

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

November

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December

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

* Tentative

| | WK 1 | WK 2 | WK 3 | WK 4 | WK 5 | WK 6 | WK 7 | WK 8 | WK 9 | WK 10 | FINALS |
|--|---------------------|--|------------------------------------|------------------------------------|---------------------------|----------------------|---|---|---|-------------------------------|------------------------------|
| CCACP Events 2011-2012 Winter Quarter | | CCACP VSS/AAD Friday Forum Connie Spreen and/or Dan Petermen * | | | | | Feb. 23* AAD Visiting Speaker + Friday Forum Bill Rausch and Paul Nicholson | March 1* AAD Visiting Speaker + Friday Forum Bill Rausch and Paul Nicholson | March 8* AAD Visiting Speaker + Friday Forum Bill Rausch and Paul Nicholson | | |
| Arts & Economic IV Study | 4Q Survey batch due | | | | | | Planning for 2012 launch | | | | |
| Marketing & Communications | | | Design late winter promo materials | Promote events; see marketing plan | Begin newsletter research | | Write newsletter content | | Send out newsletter | Design Spring Promo Materials | |
| Development | | | | | | | | | | | |
| Admin | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting; meeting adenda | Admin Meeting; CCACP meeting |
| Budget | | | Review Budget | | | Review Budget | | | Review Budget | | Final Budget Review |
| Year in Review | Send out Email | | | Build Template | | Faculty Synopses Due | Outline Sections | | Production | | |
| Student Research Journals | | | | | | | | | | Build Template | |

January

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|----|----|----|----|----|----|----|
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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February

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March

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* Tentative

| | WK 1 | WK 2 | WK 3 | WK 4 | WK 5 | WK 6 | WK 7 | WK 8 | WK 9 | WK 10 | FINALS |
|---------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|---|--------------------------------------|---------------------------------------|--------------------------|---------------|--------------------------------------|-------------------------------|------------------------------|
| CCACP Events 2011-2012 Spring Quarter | | | | April 26-27 CCACP/AA D Arts in Health care Consultancy | May 4* Cultural Tourism Symposium | May 11* Cultural Tourism Symposium | | | | | |
| Arts & Economic IV Study | 4Q Survey batch due | | | | | | Planning for 2012 launch | | | | |
| Marketing & Communications | AEP Marketing Plan | Market Spring events; marketing plan | Market Spring events; marketing plan | | Begin newsletter research | | Write newsletter content | | Send out newsletter | | |
| Development | | | | | | Renew Batch Blue | | | | | |
| Admin | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting | Admin Meeting; Meeting agenda | Admin Meeting; CCACP meeting |
| Budget | | | Review Budget | | | Review Budget | | | Review Budget | | Final Budget Review |
| Year in Review | Production; Assemble Mailing Lists | | | Proof | Proof | Prepare for Print | UO Printing | | Prepare Envelopes | Distribute/Mail | |
| Student Research Journals | Send Email | | Outline Sections | | Student Synopses Due | Production | | Proof | Prepare for Print; Prepare envelopes | UO Printing | |

April

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May

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June

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* Tentative