

2010 Orchestra Hall Program Report

About 8 weeks in advance of the performance, I contacted PIP Printing, who had had done the previous programs. They asked me to:

- e-mail rosters and text in Word files; they will place in the 2008 template
- bring in any original art
- mark up the 2008 program to show what stays, what changes
- submit everything at once...and at least 2 weeks in advance

Then I collected information:

- Dave Cleveland provided class rosters, soloist profiles & photos, Band & Orchestra officers, program music, program notes, faculty list, support & school administration information; he also updated the special thanks page
- Booster president letter from Lisa Carmer
- Booster membership roster was in my file from Pops & Pastries, Band-O-Rama
- Advertisements from chairperson Tom Warnez and Dennis LaTour

I made a copy of each ad, then cut and pasted them into a 2008 copy to indicate placement. Mr. Cleveland and I found information about Symphony Hall at the DSO website, so I got permission to use some of it to fill one blank page. I e-mailed Word documents for all text to PIP and delivered the new art/advertisements--with the old program.

PIP e-mailed a proof copy of the new program to me. After both Mr. Cleveland and I checked it for errors, I e-mailed corrections to PIP. (We did this twice.)

We ordered **650 copies** to be delivered to the school by Friday, April 16. We had to choose new paper stock, as the type used in 2008 was no longer available. Then Mr. Cleveland indicated he needed the programs earlier so that the students could insert the order form for recordings and photos. I picked them up on Thursday, April 15 and delivered them to the school.

Next time:

- Check school calendar so you don't lose proof/correction time due to spring break
- Have the programs delivered two or three school days prior to the concert
- When the programs are delivered take one for the Booster Club's reference binder

Karen McCarthy, 2010 Program Chair

May 3, 2010; resubmitted March 21, 2011 with corrections