**Fall Program:**

1. Determine date of when Fall Athletic Program should be available – a good date to target may be the first Wednesday in September
	1. Usually determined by home schedule for Football and Boy’s Soccer
	2. Delivery date of one day prior to game
2. Determine cut off date for advertisements
	1. This should be two weeks prior to due date of program
3. Contact Printer – one month prior to delivery date – discuss schedule – a good time to contact would be the day after the August SAC Board meeting

Knight Printing

3401 Fiechtner Drive South

Fargo, ND

Sue Thibedeau

Office: 701-235-1121

Cell: 701-306-6618

1. Gather following material:
	1. Establish contact for collage of picture for front cover – this contact to work with parents from previous year’s fall sports and include athletes that are currently in high school – these picture due two weeks prior to delivery date
	2. Work with Randy Nelson on updates to coaches biographies – updates are due three weeks prior to delivery date – review the biographies with the coaches on picture day
	3. Determine date for team pictures – also need individual pictures of senior athletes and senior student managers. Also need pictures of seniors participating in coop sports. Also need to have Athletic Program Committee members (or other SAC Board Members) available on picture day to note the names of students within the team pictures. Work with photographer to ensure we receive digital versions of the photographs 2.5 weeks prior to delivery date.
	4. Work with Activities Administrative Assistant to ensure fall team schedules are provided to printer 3 weeks prior to delivery
	5. Include team pictures of State Champions that occurred in the previous Winter or Spring season
	6. Work with Membership Committee Chairman to obtain member list to be included on back cover. This needs to be finalized 1.5 weeks prior to delivery date.
2. Proof:
	1. Ask for proof to be available 1.5 weeks prior to delivery date
	2. Establish a ‘Program Proof Committee’ from the SAC Board Membership. Need to turn around proof comments within 2 days.
	3. Ask for final proof to be available 1 week prior to delivery date – send to ‘Program Proof Committee’ (now including final SAC membership on back cover) and need to turn around in 2 days. This should provide the printer with 5 days to meet delivery date

**Winter Program:**

Tentative Schedule as follows:

***Deliver Date of Winter Athletic Program – Friday December 21st (Girls’ home Basketball Game vs. Devils Lake)***

November 14th –

1. Discuss schedule at SAC Board Meeting

2. Ask Sherri Simon to coordinate pictures for front cover collage – work with other parents to gather pictures of current students from last Winter’s sports teams

3. Ask for volunteers for a ‘Proof Committee’

4. Ask about a picture to include of last spring’s State Champion Girls’ Soccer team

November 15th – Contact Printer (Sue Thibedeau at Knight Printing)

November 26th – provide ‘draft’ of Coaches Biographies to Randy Nelson to be reviewed with coaches during picture day

November 29th and 30th – picture day???

November 30th – Winter sports schedules to be provided to Knight Printing (Jenny?)

December 7th – need front cover pictures for collage

December 10th – latest SAC Membership List due

December 10th – first proof due from Knight Printing

December 13th – final proof due from Knight Printing

December 20th – Delivery of Winter Athletic Program