

LRMTA Yearly Planning Calendar (Sept/2017)

September

- Welcome new members
- Arrange for name plates for new members and any members that have changes
- New address list/e-mail list, attendance sheet
- Financial report presentation by Treasurer (ARMTA rep to submit copy to ARMTA)
- Sign-up sheet for recital convenors (Betty Jo Radley coordinator)
- Recital rules sheet and recital forms, other information handouts
- Begin planning funding or fundraising events for awards
- LRMTA Posters to Yates, AAC, others
- Plan tentative dates for recitals for the year
 - November: Canada Music Week recital and awards presentation
 - December: Christmas recital and adult activity (optional)
 - March/April: Festival preparation recital (possible U of L student guest artist)
 - May/June: adult student activity
 - May/June: optional year-end general recital (recital hall arrangements if required)
- Possible U of L Student Presentation (last 2017)

October

- Continue planning funding or fundraising events for awards
- Plan Canada Music Week Recital and related activities (CMW pencils/supplies)
- Organize committee to plan awards presentation and disbursement of awards
- Collect 1st class honors marks of previous year for branch awards (use form)
- ARMTA Young Artist Tour Planning (next 2018-2019)

November/December

- Canada Music Week Recital and activities/awards
- Plan December recital (optional) and Adult Recital (optional)

January

- Kiwanis Festival Deadline
- \$100 Donation to Kiwanis Festival RMT Piano Awards (from awards account)
- Plan possible lunch with RC examiner(s) for Jan. session (Betty Jo Radley, coordinator)
- Renew website domain name through HostGator (Christine)
- Possible Yates Rehearsal group rental for Lethbridge and District Festival
- Yellow Pages ad renewal (optional)

February

- ARMTA fees due: Local (\$35) to be received by Feb. 28th in Edmonton
- Plan Festival preparation recital (possible U of L student guest artist)
- AAC membership due end of February (\$75)

March

- Prepare for annual general meeting in April
- AMEF (\$20 group fee; \$40 individual fee) Optional
- Festival preparation recital—U of L Student performer arrangements if needed
- Piano Class festival information and forms available (Karen MacDonald and Marilyn Sinclair)

April

- General meeting with election of officers/arrange signing at the bank if needed
- Plan final recitals of the year (recital hall arrangements if required—ARMTA Insurance)
- April 15th deadline for Piano Class Festival
- Advertising Arrangements (Leisure Guide, Sign Me Up Insert, Movie Mill, Shaw Cable, ArtsBridge)

May/June

- Adult recital; final general recital (recital hall and ARMTA insurance if required)
- Plan lunch with RC examiner(s) (Betty Jo Radley, coordinator)
- Secure auditors for financial review over summer (use form)