

2018 PRODUCTION CALENDAR

<i>Item</i>	<i>Person Responsible</i>	<i>Who gets it</i>	<i>How Often</i>	<i>To the printer or finished by:</i>	<i>To contracted help by:</i>	<i>To the Post Office by:</i>
<u>JANUARY</u>						
Lent Mailing	Betty/Barbara	Church DB	Annually			Jan. 5
Lapsed Ind. Donor/MD	Lynette/Brenda	2015 or 2016, not 2017	Annually			Jan. 8
December Thank Yous	Betty/Barbara/ Brenda	Dec. Donors	Monthly			Jan. 9
EOY IRS 2017 Receipts	Lynette/Brenda	Prior YR Donors	Annually			Jan. 15
Lapsed Church Mling	Betty/Barbara	15 mth lapsed	Quarterly			Jan. 16
Ind. Solicitation. 1	Lynette/Brenda	Ind. Donors				Jan. 20
Thank yous to farmers	Marian					Jan. 30
NAP & Thanks to Farmers	Sarah	VA Farmers	Annually			Jan. 30
<u>FEBRUARY</u>						
January Thank Yous	Betty/Barbara/ Brenda	Jan. Donors	Monthly			Feb. 6
VBS/HOH Mailing *NCOA run in house USE ID#	Betty/Rachael/ Barbara	All Churches	Annually			Feb. 7
Exe.Dir. Flash Reports	Lynette/Brenda	Ind. Donors >\$50	3-4x/Yr.			Feb. 12
MD ltr for name use in Annual Report	Lynette/Brenda	Prior YR MDs	Annually			Feb. 12
Winter Newsletter	Jenny/Debbie	Ind & Church DB	Quarterly	Feb. 9		Feb. 23
Annual Report	Mike/Jenny					As Needed

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<u>MARCH</u>						
Feb. Thank yous	Betty/Barbara/ Brenda	Feb. donors	Monthly			March 9
SAC Call Letter #1	Betty/Barbara	SAC Donors	Semi- annually			March 9
Challenge Disciples Call Letter	Wade/Barbara	CD Donors	Semi- annually			March 9
Ind. Solicitation #2 & MD	Lynette/Brenda	Ind Donors	Annually			March 19
<u>APRIL</u>						
Perennial Club Thank You Mailing	Lynette/Brenda	5 or More Consecutive Donors	Annually			April 9
March Thank Yous	Betty/Barbara/ Brenda	Mar. donors	Monthly			April 13
Exec. Dir. Flash Report	Lynette/Brenda	Ind. Donors > \$50	3-4x/yr.			April 23
NAP Application	Sarah	VA State	Annually			April 25
Ind. Solicitation #3	Lynette/Brenda	Ind. Donors	Annually			April 30
<u>MAY</u>						
UMMen Mailings	Wade/Barbara	All UMM groups in US	Semi- annually			May 3
Spring Newsletter	Jenny/Debbie	Ind. & Church DB	Quarterly	April 20		May 4
Major Donor Sol. #3 & Annual Reports	Lynette/Brenda	All MDs > \$499	Semi- annually			May 7
April Thank Yous	Betty/Barbara/ Brenda	Apr. Donors	Monthly			May 9
PG Letter	Lynette/Brenda/ Jenny	Planned Giving Prospects	2x Yearly			May 21

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<u>JUNE</u>						
Hunger Action Month Promo Mailing	Betty/Barbara	Church DB	Annually			June 1
Ind. Sol. #4	Lynette/Brenda	Ind. Donors	Annually			June 4
Lapsed Ind./MD Sol.	Lynette/Brenda	Donors who didn't give in prior YR	Annually			June 4
May Thank Yous	Betty/Barbara/ Brenda	May donors	Monthly			June 5
VA Gleaners Mailing	Sarah	VA Vol. churches	Annually			June 5
Lapsed Church Mailing	Betty/Barbara	Churches not given last 5 Qtrs.	Quarterly			June 14
VA Annual Conference	Hampton, VA	Setup & stuff	Annually			June 15-17
Exec. Dir. Flash Report	Lynette/Brenda	Ind. Donors > \$50	3-4x/yr.			June 18
<u>JULY</u>						
June Thank Yous	Betty/Barbara/ Brenda	June donors	Monthly			July 6
Church Solicitation includes 5qtr lapsed	Betty/Barbara	Church DB	Annually			Mid-July
Mid Year Donor Report/MD Sol #4	Lynette/Brenda	Ind. Donors > \$50	Annually			July 9/16
Ind. Solicitation Ltr.#5	Lynette/Brenda	Ind. Donors	Annually			July 23
<u>AUGUST</u>						
July Thank Yous	Betty/Barbara/ Brenda	July donors	Monthly			Aug. 8
Summer Newsletter *Return Service Req.	Jenny/Debbie	Ind. & Church DB	Quarterly	July 20		Aug. 8
MD Flash Report	Lynette/Brenda	All MDs	3-4x/year			Aug. 27
Advent Promo Mailing	Betty/Barbara	Church DB	Annually			Aug. 29
Alternative & Staff Christmas Card Design	Lynette/Mike	Design only	Annually			Sept. 21

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<u>SEPTEMBER</u>						
Ind. Sol. #6	Lynette/Brenda	Ind. Donors	Annually			Sept. 3
ACC Staff Card #'s	Debbie	Jenny	Annually			Sept. 5
Church Sol.	Betty/Barbara					Sept. 5
August Thank Yous	Betty/Barbara/ Brenda	Aug. Donors	Monthly			Sept. 7
Call Letter to Challenge Disciples	Wade/Barbara	All CDs	Semi-annually			Sept. 7
MD Sol #5 &: Lapse-Specific MD	Lynette/Brenda	MDs/Lapsed MDs	Annually			Sept. 10
SAC Call Ltr #2	Betty/Barbara	SAC Members	Semi-annually			Sept. 14
<u>OCTOBER</u>						
ACC Mailing with their List of names	Brenda	Donors with List	Annually			Oct. 1
ACC Mailings #5 Ind/SAC&CD/MtV *NCOA run in house USE ID#	Brenda/Barbara/ Mike	MDs, Ind., SAC, CD	Annually			Oct. 1
Sept. Thank Yous	Betty/Barbara/ Brenda	Sep. Donors	Monthly			Oct. 5
Autumn Newsletter	Jenny/Debbie	Ind., Church DB	Quarterly	Sept. 21		Oct. 5
Donor Upgrade Mailing to MD	Lynette/Brenda	2015 Donors Btw \$400-499	Annually			Oct. 8
Lapsed Church Mailing 5 qtrs	Betty/Barbara	Lapsed Congregations	Quarterly			Oct. 12
EOY UMMen Mailing	Wade/Barbara	All UMM groups U.S.	Semi-annually			Oct. 19
PG Letter	Lynette/Brenda/Jenny	Planned Giving Prospects	2x/year			Oct. 22

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<u>NOVEMBER</u>						
Giving Tues. Promo	Lynette/Betty/Brenda Mike/Jenny	Individuals	Annually			Nov. 5
Giving Tues. Promo	Lynette/Betty/Barbara Mike/Jenny	Churches	Annually			Nov. 7
October Thank Yous	Betty/Barbara/ Brenda	October Donors	Semi-monthly			Nov. 9
EOY Church Solicitation	Betty/Barbara	Lapsed/Inactive Churches	Annually			Nov. 13
Staff Christmas Cards	Debbie/Distribute to Staff, HRA & Regions	SoSA contacts	Annually			Nov. 13
Exec. Dir. Flash Report	Lynette/Brenda	Ind. Donors > \$50	3-4x/yr			Nov. 19
New Production Calendar draft	Debbie	BI staff	Annually	Due Back Jan 2019		Nov. 30
<u>DECEMBER</u>						
EOY Major Donor Sol #6	Lynette/Brenda	MDs	Semi-annually			Dec. 3
EOY Ind. Sol. #7	Lynette/Brenda	Ind. DB	Quarterly			Dec. 3
November Thank Yous	Betty/Barbara/ Brenda	Nov. Donors	Monthly			Dec. 7
EOY Flash Report	Lynette/Brenda	Ind Donors > \$50	3-4x/year			Dec. 24
Production Calendar Final	Debbie	SoSA staff & regions	Annually			January 2019