

2009-2010 Tent. Catalog Production Timeline

Week of:	Production date:	Copy A Front section: "white pages"	Copy B Department narratives	Copy C Department Course listings
Sept 1	Wed. Sept 3		1st Call for Copy B distributed (Copy of all ENGR to Terri Ryan-Coleman)	1st Call for Copy C distributed
Sept 8- Oct 24		----- No Catalog Copy Due -----		
Oct 27	Wed. Oct 29	1st Call for Copy A distributed		
Nov 3	Wed. Nov 5		1st Call for Copy B due for review: (L&S to Dan Givens - coordinates grad narr w/ Denise Lucas @ Grad Div; ENGR to Terri Ryan-Coleman; GGSE, SESM to Grad Div for review; CCS updated)	1st Call for Copy C due for review/update
Nov 10- Nov 28		----- No Catalog Copy Due -----		
Dec 1	Wed. Dec 3		1st Call for Copy B (ENGR) due to Dan (from Terri Ryan-Coleman) (Rocky updates reviewed changes; ENGR Grad narrative to Denise Lucas @ Grad Div)	
Dec 8	Wed. Dec 10	1st Call for Copy A due to Rocky (Rocky updates changes)	1st Call Copy B (from Grad Div)/ ENGR to Dan / L&S to Kim (Dan/Rocky updates any changes of Engr/L&S Grad narratives from Grad Div/Denise Lucas)	
Dec 15- Jan 2		----- Holiday Period - No Catalog Copy Due -----		
Jan 5	Monday. Jan 5			Hibernation petition deadline
Jan 7		----- No Catalog Copy Due -----		
Jan 12	Wed. Jan 14	2nd/final Call for Copy A distributed	2nd/final Call for Copy B distributed (L&S distributes own narrative sect)	2nd/final Call for Copy C distributed
Jan 19- Feb 13		----- No Catalog Copy Due -----		
Feb 16	Wed. Feb 18	2nd/final Call for Copy A due to Rocky (Rocky updates changes)		
Feb 23	Wed. Feb 25		2nd Call for Copy B due for review: (L&S to Dan - coordinates grad narr w/ Grad Div; ENGR to Terri Ryan-Coleman; GGSE, SESM to Grad Div for review; CCS updated)	2nd Call for Copy C due for review/update
Mar 2	Wed. Mar 4	Final Copy A to Publications		

Week of:	Production date:	Copy A	Copy B	Copy C
Mar 9	Wed. Mar 11		2nd Call for Copy B (ENGR) due to RM (from Terri Ryan-Coleman) (Rocky updates reviewed changes; ENGR Grad narrative to Grad Div)	
Mar 16	Wed. Mar 18		2nd Call Copy B (from Grad Div)/ ENGR to RM / L&S to Kim (Dan/Rocky update any changes of Engr/L&S Grad narratives from Grad Div)	
Mar 23	Wed. Mar 25		L&S Copy B due to RM (Rocky combines Copy B & C)	
Mar 30	Wed. Apr 1	Final Review to Depts, Colleges and Grad Div (time permitting)	Final Review to Depts, Colleges and Grad Div (time permitting)	Final Review to Depts, Colleges and Grad Div (time permitting)
Apr 6	Wed. Apr 8	Final Review due to Rocky	Final Review due to Rocky	Final Review due to Rocky
Apr 13	Wed. Apr 15	(Rocky coordinates getting Copy A back from Adine to run final index)	(Rocky does final formatting)	(Rocky does final formatting)
Apr 20	Wed. Apr 22	(Rocky does final formatting)	(Rocky does final formatting)	(Rocky does final formatting)
Apr 27			-----Catalog to Publications----- (1 month w/Adine Maron, 1 month w/printer)	

Additional Catalog Production

- Wed., May 6** **Inform Jeff Goldmann at Furniture Services (Central Stores) regarding quantities and date of delivery of Catalogs**
- Fri., May 29** **Catalog files delivered to printer**
- Wed., June 24** **Catalogs due on campus**

cc: Adine Maron, Publications
 Dan Givens, L&S
 Britt Johnson, L&S
 Glenn Beltz, COE
 Terri Ryan-Coleman, COE
 Denise Lucas, Graduate Division
 Ginny Johns, Registrar
 Marsha Bankston, Registrar
 Dolores Estrada, Registrar
 Jamie Sprague, Registrar
 Sean Woods, Registrar