

Ale Committee Deadlines

Transportation Committee

Start:	Finish	Task:
mid-April	mid-May	arrange lodging for out-of-towners before & after the Ale (we are expecting a contingent from England this year who will also want to be tourists for a bit)
5/14/01	5/25/01	arrange transportation from the airport to the Ale site for out-of-towners
5/25/01	5/28/01	arrange transportation to the airport from the Ale site for out-of-towners
5/18/01	5/24/01	write up optimal directions to the camp site from different directions; check traffic issues & recommend driving routes

Registration/Web Site Committee

Start:	Finish	Task:
early Feb	ongoing	set up web site and keep it up-to-date
Feb 4	Feb 5	send first mailing asking for estimated attendance
Feb 6	Mar 4	disseminate registration information
April	ongoing	process registrations
March	May	verify housing availability (Site Visit)
May	May	assign housing
April	May	design and have buttons made
5/14/01	5/26/01	coordinate on-site registration/check-in

T-Shirt Committee

Start:	Finish	Task:
early Feb	mid-April	coordinate t-shirt design contest
mid-April	mid-April	order shirts
mid-May	mid-May	prepare team shirt bags

Tours/Publicity Committee

Start:	Finish	Task:
mid-Mar	early May	hire tour buses
mid-Feb	late April	arrange tour sites with rain options
April		schedule tours and routes; info to website
mid-May	5/20/01	assign teams to tours; info to website
early May	5/24/01	coordinate tour guides
April	5/18/01	provide flyers about Morris Dancing (with contact info for local teams) for tours

Food Committee

Start:	Finish	Task:
		hire caterer/determine cost
		set menus
		buy paper goods & some food
		arrange snacks for tours
		arrange beverages
		coordinate meals

Mass Dance & Workshop Committee

Start:	Finish	Task:
early Feb	3/1/01	provide mass dance questionnaire to Registration
March	early Apr	select mass dances
early Apr	mid-April	provide dance instructions, sheet music, other info for web site
early Apr	5/18/01	determine workshop schedule & presenters
May	5/18/01	determine workshop locations
early May	5/25/01	organize mass dance practice Friday night at the Ale
early May		schedule show and mass dances

Social Committee

Start:	Finish	Task:
March	May	organize Sat eve contra dance & hire band
March	May	get audio equipment
5/27/01	5/27/01	organize skits Sun eve and MC
early May	5/18/01	organize Sat eve English country dance

Site Committee

Start:	Finish	Task:
May	May	coordinate communications during the Ale
May	May	arrange for cell phones for each tour, on-site registration/check-in and airport drivers
May	May	arrange signs and ad hoc sign materials at site
May	May	have extra miscellaneous supplies on-site - toiletries, linens, towels, first aid, etc.
May	May	coordinate site setup & cleanup
May	May	coordinate child care

Finance Committee

Start:	Finish	Task:
Feb 4	Feb 28	develop budget & set registration fees
ongoing	ongoing	manage bank account
ongoing	ongoing	make deposits/pay bills
May	June	issue refunds