

## **Georgia Archives Month Timetable**

### **January**

- Contact last year's sponsors about to see if they will give money for upcoming year
- Update list of upcoming conferences, meetings, and newsletter deadlines to contact with announcements and flyers at appropriate times during the year
- Continue recruitment of committee members from archivist, records manager, librarians, and related organizations

### **February**

- Hold first committee meeting; decide of theme for celebration and budget
- Get updated mailing lists from participating organizations
- Solicit quotes for printing of poster, poster letter, and pre-printed return address envelopes; also obtain poster specifications including formatting, color scale, and other requirements

### **March**

- Solicit images for use in poster
- Update contacts for publicity and Governor's Office and Secretary of State's Office contacts for proclamation signing

### **April**

- Design electronic flyer to advertise theme
- Revise and consolidate mailing lists for participating organizations

### **May**

- Post flyer to GAM website, listservs, web sites, blogs, etc.
- Work on poster design with graphic designer
- Confirm sponsor donations

### **June**

- Write Introductory letter for poster
- Have poster approved by the Committee
- Print mailing labels for poster
- Solicit events through listservs, web sites, email blasts, blogs, etc.

### **July**

- Deliver poster to printer for production
- Confirm postage costs with U.S. Post Office and obtain postage from sponsors
- Host stuffing party of committee to prepare poster and letter for mailing in late July
- Submit poster to webmaster for inclusion in the web site.
- Design proclamation and submit to Governor's office

## **August**

- Compile events and submit to SGA webmaster (webmaster@soga.org), so he/she can add to the web site
- Solicit events through listservs, web sites, email blasts, blogs, etc.
- Contact Governor's office about proclamation signing; schedule signing in September/October and let the Director of the Georgia Archives know when the proclamation is scheduled and invite the Secretary of State and the assistants to the Secretary of State. Also notify committee of date.
- Decide on gifts for Governor and Secretary of State

## **September**

- Prepare press release and public service announcements and distribute to statewide (including all local) radio stations, TV stations, newsletters, and newspapers
- Advertise events through listservs, web sites, email blasts, blogs, etc.
- Submit information to CoSA for inclusion in national web site
- Attend proclamation signing ceremony and use photographs for publicity

## **October**

- Prepare final report and contact those institutions that hosted an Archives Month event/activity.
- Send thank you letters to sponsors, committee members, and participating organization contacts

## **November**

- Review final report with committee and give to GHRAB's Assistant State Coordinator
- Survey mailing list via email and submit results to participating organizations
- Provide incoming liaison with handbook and other relevant documentation

## **December**

- Recruit committee members from archivist, records manager, librarians, and related organizations and update contact information for participating organizations