CGCC 13-14 Catalog Production

Task	Begin Date	Deadline	Who
Set up Charter for Catalog	12/19/2012	1/3/13	Dawn
Design catalog cover, set-up catalog, master pages, etc.	1/14/13	2/28/13	Jess
Send request for information/updates to CGCC staff responsible for sections of the catalog (in writing or email)	2/18/13	3/22/13	Dawn send request, Contributors update information
Catalog text with updates in production	2/18/13	4/18/13	Jess
1st proof for in-house edits	4/18/13	5/9/13	Contributors
Edits updated in catalog draft	5/9/13	5/22/13	Jess
Submit for changes in course description, degrees, Gen eds., CTE certificates and programs	4/1/12	5/31/13	Susan
Submit changes in policy, procedures, transfer programs, general degree requirements	4/1/13	5/31/13	Dawn
Updates and edits changed in 1st proof	5/20/13	6/6/13	Jess
Meet with Lori to go over changes in catalog	2nd week of June		Dawn, Lori, Susan, Jess
Request $$ quote from Gorge Publishing and generate PO		5/30/13	Jess
2nd proof sent to contributors	6/24/13	6/28/13	
Final updates made and catalog clean-up for final draft	6/22/13	7/8/13	Jess
Final draft sent out for proofing	7/8/13	7/17/13	Jess/Dawn/Lori/Susan, designated staff
Final edits made, if needed	7/10/13	7/25/13	Jess
Final Draft approved to print	7/25/13	7/29/13	Lori/Dawn
To printer	7/30/13	8/31/13	Jess (liaison for CGCC)
Published Catalog Available	9/1/13		
Mail out to requestors (including vets)	9/5/13		