

Time Line for Mystery Writers Forum

- May 2003** FOSL President, Program Co-Ordinator and board member attend the grant writing workshop at Marietta-Cobb County Library to ascertain proper procedures for requesting grants.
- June 2003** The core committee determine the theme, assign major responsibilities, and develop the time line for the program.
- July 2003** Obtain commitments from key sponsors; Southeast Mystery Writers and Barnes & Noble.
Set event date and location. Begin to develop budget for the event.
- August 2003** Create sub-committees necessary to obtain grant and manage the project. Finalize budget.
- September 2003** Begin contacting writers for verbal commitment. Complete grant application and have core committee review. Request local cable television coverage. Graphic artist will develop design for publicity material.
- October 2003** Mail grant application. Hold general planning meeting with core committee, sub-committee chairmen and all volunteers. Everyone is made aware of the goal, time line, budget and individual responsibilities. Receive commitment from writers and cable company.
- November 2003** Develop the format for the day. Community Rooms at Community Center, 200 Village Green Circle have a capacity of 200 people in

one room at one time. Publicity material will be ready to go out to community and will include the sponsors . Publicity material will be placed in libraries, book stores, high schools and welcome centers. Also, send publicity to book discussion groups. Registration material will be available at the Smyrna City Library, City Hall, and Community Center.

December 2003 Announcement of the event will be placed in the water bill of Smyrna residents, in the events column of the Atlanta Journal Constitution Cobb section, the Marietta Daily Journal and Creative Loafing. The front page of "The Link" the quarterly publication of the FOSL will feature the event. This will reach approximately 400 homes. Also the local cable company will begin carrying the announcement.

January 2004 The registration committee will mail all confirmations no later than January 10. All committees will meet the first week in January to finalize all plans for the event, check our time line and budget. Final thrust for advertisement. Reconfirm with Barnes and Noble by January 10 that they will have books available for signing and will set up hospitality room for the writers. January 10 do walk through at Community Center to make sure that layout is good for the event Evening of January 23 final setup of the rooms for the event. Include evaluation in handouts to participants, writers and volunteers.

February 2004 Core committee will meet to evaluate the forum based on questionnaires, number of participants, budget and goals of the event. Provide written report to the FOSL board and the Georgia Humanities Council no later than March 1, 2004.