

# Battle of the Books General Timeline

## September

- Regional Battle (first Saturday after Labor Day)
- Submit articles & pictures to local media
- Thank you notes to volunteers, venue and appropriate parties.
- Submit reimbursement, to Treasurer, for supplies
- Send out information to recruit new libraries
- Gather input about the event
  - Send feedback regarding planning and regional event to the current Chair of the appropriate sub-committee.

## October [Meeting]

- Discuss book titles; divide reading assignments
- Regional facility exploration begins
- Subcommittee Chairs report on feedback received and suggest changes to rules and procedures.
- Select volunteer to facilitate book group buy

## November

- Continue book selection process
- Regional facility exploration continues

## December [Meeting]

- Statement of Commitment from participating libraries by the second Friday in December
- Finalize titles
- Elect Chair, Vice-Chair (*if necessary*)

## January

- Books ordered
- Propose regional facility options
- State any formal changes to rules or procedures (via the Google Group)
- Determine Book Editors, Question Writers and Sub-Committee members (Google Doc)

## February [Meeting]

- Book pick-up
- Assess equipment needs
- Finalize facility choice or vote on venue (*if necessary*)
- Question writing begins

- Vote on rule or procedure changes (*if necessary*)

## March

- Question writing continues
- Volunteer Recruitment begins

## April

- Question writing continues
- Volunteer Recruitment continues

## May [Meeting]

- Questions due May 1
- Book editors look for duplicates and refine
- Sub-committees report on issues, offer progress reports as necessary
- Volunteer Recruitment finalized (books to judges)

## June

- Book editors send edited questions to regional sub-committee by June 1

## July

- Disseminate local questions by July 1
- Local Battles
- T-shirt group buy organized
- Regional questions grouped, printed, rounds created.

## August [Meeting]

- Order of play established
- Regional duties finalized
- Volunteer training
- Print materials produced
- Final walk through of facility
- Advertise regional event

- *Fundraising should take place all year round by all members.*

- *Possible Battle titles should be looked for throughout the year and submitted to the Book Suggestion Form.*

- *Website will be updated as often as needed at the discretion of the administrator.*