



Timeline & Deadlines

June 8/9	Meeting materials & original applications emailed for review prior to submitting event confirmation.
June 12 – 26	Primary Contact sent link to confirm event details. Deadline MIDNIGHT, MONDAY, JUNE 26.
July 3—12	Invoices sent out. Due within 30 days of receipt & payable to Indiana University.
July 7	Images due with credit/citation <i>and</i> use permission language.
July 1—24	Event description wrangling & writing
July 21	Last to withdraw from festival!
July 25	Event copy emailed to PRIMARY CONTACT 48hr turnaround!
July 27	Event copy returned to Erin.
August 14	<i>Knock It Out of the Park!: Event Design & Facilitation Training (optional)</i>
August 21	(NUVO) Event Calendar PDF to PRIMARY CONTACT 48hr turnaround!
August 23	(NUVO) Event Calendar edits due.
August 25	Spirit & Place event calendar goes live (w/ RSVP links)
September 1	Partner websites, etc. link to Spirit & Place (spiritandplace.org)
September 25	Event Guide PDF to PRIMARY CONTACT 48hr turnaround!
September 28	Event GUIDE PDF edits due.
October 2	Week of Oct. 2, event calendars delivered by NUVO to all EVENT PARTNERS
October 30	No later than Oct. 30, Event Guides delivered to VENUES

Resources & Reminders

Partner Page (Content)	Timelines; Assorted Audience & Event Design Worksheets; Assorted Partnership, Budget, Venue, & Speaker Checklists; Social Media Guidelines & Samples; PR Matrix ; Pro Tips; Community Calendar Ideas.
Partner Page (Navigation)	Go to spiritandplace.org Click FESTIVAL at the top (this also serves as the festival calendar landing page) Click PARTNERS along the right
Spirit & Place Logos	Generic (b/w, color, & white) and Themed – Found on Partner Page  
Template Posters	Upon request to Erin. (8.5"x11" and 11"x17" – White & Beige Backgrounds)
Social Media	#SPIndy Facebook – Spirit & Place Twitter - @spiritandplace
Enews	Please join! Go to spiritandplace.org and click JOIN E-LIST in the upper right corner.
Event Calendars	Delivered to ALL event partners in early October. (Quantities Vary)
Event Guides (booklets)	Delivered to VENUES in late October. (Approx. 200)