Program Timeline (idealized/simplified, for Boskone - mid Feb.)
(* = "drop dead" dates)

Apr.-May	get appointed (*Aug.)
July	discuss budget issues/space allocation/staff up (continuing)
August	*start* working up people and item ideas
August	*start* working up basic events/skeleton of con (*Oct.)
August	help work up function room allocation (*late Sept.)
late Sept	contact Guests for ideas and preferences (*late Oct.)
early Oct	assemble program participant mailing list, and pass around for comment (indicate previous participants you want to drop / get new addresses)
mid Oct	Initial program (invite and questionnaire) mailing sent out (*mid Nov.)
October	*start* to "sublet" events and areas, as possible (filk, costume, video, etc.)
November	check initial hotel resume (*late Dec.)
November	help work up progress report text, re program (*mid Dec.)
early Dec	"Program frenzy": *start* initial scheduling on board (*late Dec.)
mid Dec	invite additional participants, in response to letters, etc. Get advice
mid Dec	check/correct text for progress report
late Dec	transfer info from board to computer (*early Jan.)
late Dec	produce and mail "no thanks" letters (*mid Jan.)
mid January	check/correct text for program book
mid January	keep working on schedule as additional responses come in
mid January	make sure technical and/or special room (etc.) needs are being attended to
mid January	mail program schedules to program participants (*last week Jan.)
late January	make sure (sublet?) items and "events" are under control. Fix.
late January	reschedule and fine tune (*deadline for PP responses 8 days pre-con)
early Feb	format of pocket program ready
early Feb	Schedule of program to nets (with caveats)
early Feb	final tuning (room sizes, side-by-side conflicts, tech issues, etc.)
early Feb	Schedule solid to Pocket Program. Produce. (*day before con)
mid Feb	Produce signs/badge labels, tent cards/etc. (*day before con)
mid Feb	Label Program participant badges (*Thurs. night pre-con)
mid Feb	gather and pack Green Room/Ops and other/unusual? supplies (*at con)
	CONVENTION
late Feb	Thank you notes (+ any reimbursements due) to participants (*mid March) - write special comments, and mail)
late Feb	Thank you notes to staff (*mid March)