**TIMELINE FOR SUNDAY INSTRUCTIONAL TENNIS**

**FEBRUARY 2021** (first 2 weeks)

1. Contact Fairfax Racquet Club
	1. Court availability – Phil Tromans
	2. Pro availability – Riley
	3. Court & pro costs (Since they were unable to provide pros this year, make sure they are confident about providing them next year since that expense has to be included in the advertised fees)
	4. Dates for first session, holiday party, first session after holidays, last session, and end-of-year party.
	5. Make adjustments to the budget and send to Charlie Lorenzetti, Budget and Finance Chair, 2021
	6. Update application and magazine article for inclusion in the magazine
	7. Obtain following from Jayne and Tammy:
		1. Application from prior year
		2. Budget spreadsheet
		3. Schedules
		4. Participant list spreadsheet
		5. Forms available on SCWDC website: vouchers, deposit slips, financial report

**APRIL 2021** (last 2 weeks)

1. Advertise for next year (Tammy has past write-ups)
	1. Contact Gary Rubens to put info on website
	2. Contact Pete Campbell to put info in SkiGram
	3. Contact Jack Tarr to include info in his newsletter
	4. Tammy will send email to participants about end-of-season party and intentions for next year

**JUNE** (last 2 weeks)

1. Send email reminder to all current year participants about upcoming deadline

**JULY**

1. Receive applications
2. Update schedules for 2021-22
3. Update participant list from Jayne and start making email lists of participants (Tammy kept the email lists—only one person needs to enter all of those names)
4. Verify current memberships
5. Notify participants and captains of participants who need to renew
6. Work with Gigi at Fairfax to compare notes on charges
7. Complete deposit slips and take them and checks to the SCWDC office

**AUGUST**

1. Ask Gigi to prepare invoice and have it sent to you (not the SCWDC office)
2. Prepare voucher for entire amount and send it and the invoice to Pete at the office
3. Send email with schedules attached to all participants
4. Contact current subs and ask if they still want to be on list (check membership status)
5. Prepare sub list and send to all participants

**SEPTEMBER - NOVEMBER**

1. Contact Casey Tarr to get alcohol license for 2 party dates

**DECEMBER**

1. Submit voucher to SCWDC office for slush fund check for holiday party
2. Send email explaining format for holiday party
3. Prepare for party (Jayne has list of food and costs)

**FEBRUARY 2022** (first 2 weeks)

1. Contact Fairfax Racquet Club
2. Contact Fairfax Racquet Club
	1. Court availability – Phil Tromans
	2. Pro availability – Riley
	3. Court & pro costs (Since they were unable to provide pros this year, make sure they are confident about providing them next year since that expense has to be included in the advertised fees)
	4. Dates for first session, holiday party, first session after holidays, last session, and end-of-year party.
	5. Make adjustments to the budget and send to Charlie Lorenzetti, Budget and Finance Chair
	6. Update application and magazine article for inclusion in the magazine

**APRIL 2022** (last 2 weeks)

1. Advertise for next year
	1. Contact Gary Rubens to put info on website
	2. Contact Pete Campbell to put info in SkiGram
	3. Contact Jack Tarr to include info in his newsletter
2. Send email to all participants
	1. Remind them about end of season dates.
	2. Invite them to the End-of-Season Party and ask them to RSVP.
	3. Inquire about intention to participate next year.
	4. Attach application to that email—some of them actually bring a check to that party.
	5. Contact Red Hot & Blue to schedule delivery (Jayne has information about quantities, pricing, etc.)

**MAY 2022**

1. Submit voucher for End-of-Season party slush fund
2. End-of-Season Party
3. Submit financial report to SCWDC office – report is for entire program including all income and expenditures for parties so save receipts

Prepared by Tammy Vetter and Jayne Lynch, January 2021
Sunday Tennis Coordinators, 2015-2021