

**Key Dates 2019 – PROVISIONAL (for AGM 12.02.19)**

End of January?		LIF funding deadline? Submit accounts to RIBA?
Tuesday 12 <sup>th</sup> February	AGM	Elections Explain proposed 2019 WSCA structure & invite volunteers for 'jobs'
Tuesday 12 <sup>th</sup> March	Bi-monthly meeting / social	Discuss any amendment to 'Call for Entries' document. Discuss judges to be invited. Discuss other details, including: press release schedule, presentation & exhibition venues booking, discuss launch event, etc
1 <sup>st</sup> – 30 <sup>th</sup> April		Contact judges to invite them to the panel. Agree date & venue for judging between 22 <sup>nd</sup> July & 9 <sup>th</sup> August. Contact Worcester News et al. regarding press release schedule. Book any venues required.
Tuesday 14 <sup>th</sup> May	Bi-monthly meeting / social	Finalise 'Call for Entries' document. Finalise launch event details. Review items discussed last month. Discuss entry-checking, board printing & judging
w.c. 20 <sup>th</sup> May (week before half term)	WAA launch event	Suggest previous winner is asked to host a talk and visit at their project, and 'launch' Call for Entries' at same time.
Friday 24 <sup>th</sup> May		Worcester Festival event registration deadline
Saturday 1 <sup>st</sup> June to Friday 28 <sup>th</sup> June	WAA entries open WAA entries close @ 5pm	Advertise and rally practices, planners, contractors, students, colleagues etc for entries

Tuesday 9 <sup>th</sup> July	Bi-monthly meeting / social	Finalise details for awards event and exhibitions e.g. venues, tickets, refreshments, speech, Public Liability Insurance (RIBA), setting-up, etc
1 <sup>st</sup> July - 19 <sup>th</sup> July		Period to check entries are compliant & complete printing of boards prior to judging date
22 <sup>nd</sup> July - 2 <sup>nd</sup> August		Period during which judging needs to take place prior to awards event
w.c. 5 <sup>th</sup> August		Compile, print & frame certificates
Tuesday 13 <sup>th</sup> August ?	Summer social & WAA ?	
Saturday 17 <sup>th</sup> August	WAA exhibition, Guildhall	(Doesn't need to be manned)
Saturday 10 <sup>th</sup> August - Monday 26 <sup>th</sup> August	Worcester Festival	
September TBC	WAA exhibition	Henry Sandon Hall
Tuesday 10 <sup>th</sup> September	Bi-monthly meeting / social	Review awards. Discuss resulting press / exhibitions. Plan any resulting winner talks/visits. Plan Christmas social
October TBC	WAA exhibition	The Hive, Worcester
November TBC	WAA exhibition	St Helen's on the High Street, Worcester
Tuesday 10 <sup>th</sup> December	Christmas social	

Bi-monthly meetings / socials   Awards milestones   Useful reminders   To be agreed