

## ADMINISTRATIVE CALENDAR (Revised 06/12/19)

January 1	Dues payable – all members contacted about renewal; All reports sent to board members electronically; Early January NATIONAL CONFERENCE
January 15	SIO Winter Newsletter published; Material for NOTES # 1 due (Conference Review); <i>Opera Journal</i> – first call for submissions
14 days after final Board mtg at Conference	Secretary - Deadline for Conference Minutes to designated proofreader
February 1	NOTES #1 published
14 days from receipt of Minutes from Secretary	Proofreader – deadline for corrected minutes to the Board
February 15	All competition forms updated and sent to Webmaster First dues renewal reminder <u>emailed</u> to membership
March 15	Material for NOTES # 2 due (Competition deadlines and apps);
April 1	Second dues renewal reminder <u>mailed</u> to membership; NOTES #2 published, including dues renewal reminder
April 15	JoElyn Wakefield-Wright Opera Stage Director Fellowship application deadline
<b>3 weeks</b> prior to mid-year mtg	Conference Session Proposal forms (with bios) due
MAY/JUNE	Mid-year Board Meeting; Conference Planning Session - Preliminary Conference Schedule; Nominating Committee tentative slate due to Executive Committee - suggested candidates have been contacted about their willingness to be considered for the position in question.
May 1 (even years)	Chamber Opera Competition Scores due
May 15	Committee Reports due to Executive Director
June 15	<i>Opera Journal</i> June ed. published <i>Opera Journal</i> – second call for submissions
14 days after final Mid-year Board mtg	Secretary - Deadline for Mid-Year Meeting Minutes; to designated proofreader
June 30	Opera Production Competition deadline
14 days from receipt of Minutes from Secretary	Proofreader – deadline for corrected Minutes to the Board

July 15	Conference Schedule Deadline; Material for NOTES # 3 due (Conference information); SIO Summer Newsletter published; Nominating Committee slate reflecting candidates' acceptance of their approved nomination due to Executive Director and slate provided to NOTES Editor for NOTES #3 issue
August 1	NOTES #3 published; Vocal Competition on-line application opens; Conference registration opens on line
August 15 (even years)	Chamber Opera Finalists (3) chosen -- (Finalists performed at Conference in odd years) (Winner performed at Conference in even years)
September 15	Material for NOTES due (competition deadline reminder, summer program results, conference teasers, etc)
October 1	NOTES #4 published
October 1 (annual)	Slate of Officer and Board of Directors nominations published to membership
October 15 (annual)	Carolyn Bailey and Dominick Argento Vocal Competition deadline; Collegiate Opera Scenes Competition deadline Poster Session deadline; Scholarly Paper Competition deadline
October 15 (even years only)	Dissertation Competition deadline
November 1	Material for NOTES #5 due (Conference-only issue)
November 15	NOTES #5 published; Conference program draft to Executive Director; Collegiate Opera Scenes Competition finalists notified; Opera Production winners notified; Advertising <u>reservations</u> for program due
December 1	Advertising payment and ad copy deadline
December 5	Dues notices mailed and/or emailed; Vocal Competition finalists notified; Conference program to VP for Conferences for proofread
December 10	Conference program to printer
December 15	<i>Opera Journal</i> December ed. published; Delinquent members dropped; Committee reports due to Executive Director
December 31	Fiscal year ends

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**CALENDAR NOTES:**

The Sacred in Opera Initiative is on a four-year rotation of sessions in the following manner:

2016 – SIO Production - Indianapolis (Chamber Opera Production)

2017 - Breakout - Santa Barbara

2018 - Plenary – SIO Award - New Orleans (Chamber Opera Production)

2019 – SIO Production - Salt Lake City

2020 - Breakout - Cleveland (Chamber Opera Production)

2021 - Plenary – SIO Award

2022 - Breakout - 2022 (Chamber Opera Production)

2023 –SIO Production

2024 - Plenary - Award - 2024 (Chamber Opera Production)