

Calendar Entry Template

TITLE - "CONF (JT,NM) - New Orleans Perspectives mock trial (Streaming) (Lake Charles, LA)"

- TITLE ABBREVIATIONS -
- CONF - confirmed
- CANC - cancelled, leave cancelled jobs on the calendar so we have a record of them. maybe we should put them in a different color?
- RESCH - Rescheduling, only if we know it's moving but don't have a date yet. If it's rescheduled be sure to make a note of the original date in the body of the entry.

(JT, NM) - Contractors on the job. This way we can tell at a glance what jobs are covered.

"New Orleans Perspectives" - Client Name

"Mock Trial" - Job Type; Mock Trial, Focus Group, Depo of XXX, Interview of XXX, whatever)

"(Streaming)" - Modifier; any addition to the job we need to be aware of for billing, like streaming, hybrid depo, elmo depo, etc.

"(Lake Charles, LA)" - broad location

LOCATION - First we fill it out with the broad location, like above. As soon as we get more specifics on the venue we put the name and address there.

BODY -

"1 day 3 group mock trial" - Job Type and Design. If it was a depo it would be "Depo of Early Cuyler"

"11/5- travel (Driving)

11/6- setup

11/7- show/strike

11/8- travel (Driving)"

- Date Breakdowns. I want to add Driving or Flying and any steps like "Fly

into MCI, Drive to Springfield, MO”

“STAFFED BY - Justin and Nora” - For new contractors let’s include last name and phone numbers. Like “Staffed by: Justin and Max Headroom - 512.459.2222”

“A/V MEMO - email on 10/28 from Chris” - Self explanatory. If it’s possible to add a link to it or something we should do that.

“FLIGHT - Southwest XQRCB
11/5 - 6:10am-12:40pm HOU; 1:20pm-3pm STL
11/8 - 1pm-4:30pm STL”

“RENTAL CAR - Alamo CONF: 100200300

“HOTEL - Horseshoe Hotel and Casino:
Room 1 conf# 2CHW6
Room 2 conf# XSZVF”
Under Nora's name with a \$213.46 deposit.

“NOTES - 36 participants all on November 7. Plenary session at end of day.”
- Just anything out of the norm or that we want to make a note of. This might be the source of new sections eventually.

Contacted: Date and contact person
Confirmed: Date and contact who confirmed it
Estimate Sent: Who sent and when
Deposit Paid:
Invoiced: Date and who wrote it
Invoice Paid:
Payroll Paid: