

Master HGW 2024 Calendar for Tour Chairs and Co-Chairs

May 2023

● May 22 through 26 - Gmail and Google Drive onboarding with Terri

● May 31 - Final financial reports due for HGW 2023

June

● June 13 - Presidents Day

● June 14 - Boot Camp in-person at The Woman’s Club in Richmond

● June 30 - End of GCV’s fiscal year

July

● July 10 - The 100-word description of tours & Google Drive folder loaded with 2024 tour property photos due to Karen.

● July 10 - Committee contact lists: Advertising, Publicity/Marketing, Social Media, Guidebook Distribution and HGW Sign Chair due to Terri

August

● August 30 at 10:00 am - Design a HGW Budget ZOOM with Erma Baker, HGW and GCV Finance Committees

September

● September 12, 13 & 14 - Fall Region Meetings (North, South, East, West, Central)

● September 29 - Guidebook advertising deadline all due to Terri

October

● October 16 - Tour logistics for the Guidebook and Tour Descriptions due to Karen

● October 17 through 19 - GCV Board of Governors, Eastern Shore

* October 25 at 10:00 am Procurement for HGW with Virginia Gillock, HGW State Co-Chairman

November

● November 1 - Initial Guidebook Cover submissions for 2025 request due to Debbie Lewis, GCV President

● November 9 - HGW Marketing Meeting at The Woman’s Club in Richmond for Tour Chairs, Co-Chairs, Publicity/Marketing and Social Media Chairs from 10 am - 1 pm

● November 16 - Initial edits on tour logistics and tour descriptions for the Guidebook due to Karen

● November 23 - Thanksgiving

December

● December 1 - Statewide Guidebook distribution finalized by Terri.

● December 1 - Honor Roll of local sponsors for the Guidebook and the HGW website due to Terri

● December 1 - Guidebook layout and proofing by Region with Karen

● December 15 - Final proofing of all aspects of the Guidebook with Karen

● December 15 - January 1 - The Kent-Valentine House closed for the holidays.

January 2024

● January 10 - Guidebook goes to printing company, tentative date.

● January 15 - HGW tour signage request form due to Terri

● January 16- Deadline for 2025 Guidebook cover proposal submission

● January 23 - 2025 Guidebook cover will be selected at the HGW State Committee meeting.

● January 23 - Region Reps. will contact 2025 Tour Chairs

February

● February 13 - Tour Chair to review their online ticketing page for accuracy - no change requests after this date due to Terri.

● February 14 - HGW online ticketing goes live, and digital version of the Guidebook added to the HGW website Terri.

● February 20 - Guidebook starts to ship. Statewide distribution takes 2 weeks. March

● March 19 through 21 - Spring Region Meetings

April

● April 20 through 27 - 91st GCV’s Historic Garden Week

May

● May 6 - Zoom with Erma Baker, HGW Finance, and HGW Treasurers

● May 13 - HGW 2024 financial reports and tour attendance due to Karen

● May 21 through 23 - GCV Annual Meeting, Charlottesville

● May 24 - Deadline for 2024 Tour Chairs access to Gmail and Google Drive Terri

● May 28 through 30 - Onboarding of the 2025 Tour Chairs with Terri ● May 30 - Checks to GCV due June 2024

June

● June 11 - Presidents Day (tentative)

● June 12-13 - HGW 2025 Boot Camp

● June 30 - End of GCV’s fiscal year

July

● July 15 - The 100-word description of tours and photos due to **Point of Contact Information:**

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