

2017 - 2018 GRAND OFFICER DEADLINES

During the 2017-2018 Grand Year, deadlines are based on the time line for script development. For example, items included in the Sunday afternoon session of Grand Assembly are due to the SO in November, while items included in the Monday morning session are due to the SO in December.

Additional deadlines may be added following Grand Officer Leadership, based on the action plans developed by each Committee.

JULY 1

ALL: Read the Grand Officer Handbook and email Supreme Officer (SO) and assigned Director/s with questions or concerns

JULY 15

WAA: Submit proposed presentation budget and GWA quilt design to SO and DGO

Mus/CD: With the assistance of the DL/HDL, prepare songs for formal escort and submit to Director of GA Music

AUGUST 1

WAA: Submit preliminary plans (theme and tentative schedule) for Rainbow Camp to SO and Directors of Rainbow Camp and Leadership Programs

GRAND OFFICER LEADERSHIP

ALL: Pay fees: \$10 Leadership Weekend Meals; at least ½ of Grand Officer Dress (total \$150)

ALL: If you prefer to have someone else make your quilt square, bring a design concept and a \$25 check payable to Nevada Grand Assembly

ALL: Personal Profiles and Business Cards available for distribution

1ST OV

WAA: Provide all quilt squares and instructions for the GWA quilt to DGO

Line Officers: Submit Rainbow Camp entertainment plans to Director of GA Music; including proposed songs and prop ideas (see Flag Bearer Responsibilities)

PR Committee: Submit list of Grand Assembly competitions to SO and Director of PR

SEPTEMBER 1

Mus/CD: Submit Talent Show plans to Director of GA Music

OCTOBER 1

WAA: Finalize plans for Rainbow Camp and submit written materials to SO and Directors of Rainbow

Camp and Leadership Training

Dean: Submit Mystic Banquet remarks to SO, Director of Grand Cross Team, and hosting Assemblies' Grand Deputies (GDs are responsible for preparing the script)

LAST FALL OV

ALL: Final dress payment due to the SO; check payable to Nevada Grand Assembly

ALL: Submit completed quilt square (or the square and a check for \$25) to DGO

Reps: Confirm receipt of Commission/s and contact made with counterpart/s with DGO; complete Rep Report Templated provided by DGO during this event

NOVEMBER 1

WAA: Submit draft Rainbow Camp Report to SO and Director of Rainbow Camp

Recorder: Submit remarks to introduce and conclude the Recorder's announcements at Grand Assembly to SO

Chaplain: Submit proposed Rainbow Sunday theme and message to SO and DGO

CD: Submit at least 12 song recommendations for Grand Choir to sing at Grand Assembly to Director of GA Music

Lecturer: Submit Grand Assembly message to SO and DGO

MID-NOVEMBER:

Mystic Banquet is mandatory for all Masters of the Grand Cross of Color. Requests for excused absences must be sent to the SO and GO's Grand Deputy prior to established RSVP date.

DECEMBER 1

WAA: Submit Grand Assembly presentation information to SO and DGO, including proposed gifts music, remarks, and formations

Hope: Submit Rainbow Sunday remarks to SO and AGD

Faith: Submit draft Membership Report to SO and Director of Membership

Recorder: Submit remarks for Annual Membership Report and Annual Financial Report at Grand Assembly to SO and DGO

Chaplain: Submit (final) Rainbow Sunday theme and message to SO, DGO, Religion, Lecturer

Dean: Submit Rainbow Sunday remarks to SO and AGD

JANUARY 1

Hope: Submit preliminary plans and recommendations for presenters at Grand Assembly Scholarship Banquet to SO and Director of Fundraising

Faith: Submit preliminary plans and recommendations for presenters at Grand Assembly Membership Luncheon to SO and Director of Membership

Editor: Submit draft PR Committee Report to SO and Director of PR

Chaplain: Submit musical selections for Rainbow Sunday to the SO and Director of GA Music

Religion: Submit prayers and scripture readings for Rainbow Sunday to the SO and AGD

Historian: Submit draft Historian's Report to SO and Director of PR

Lecturer: Submit Rainbow Sunday message (response) to the SO and AGD

FEBRUARY 1

Charity: Submit draft Fundraising Committee report to SO and Director of Fundraising

Hope: Submit draft Scholarship Report SO and Director of Fundraising

Chaplain: Submit proposed Vesper Service theme and message to SO and AGD

Dean: Submit Grand Assembly message regarding Service Awards to SO and DGO

Lecturer: Submit Grand Assembly Ceremony (which will be presented from memory) to SO

Reps: Submit draft representative report to DGO using the established guidelines

MARCH 1

Hope: Submit remarks for Grand Assembly Scholarship Banquet to SO and Director of Fundraising

Faith: Submit remarks for Grand Assembly Membership Luncheon to SO and Director of Membership

Chaplain: Submit (final) Vesper Service theme and message to SO, AGD, Religion, Lecturer

Dean: Grand Cross of Color Luncheon remarks to SO and Director of Grand Cross Team

MARCH (@ Camp)

ALL: Bring appropriate undergarments for dress fitting

Line Officers: Submit music, awards and props for Camp Entertainment to Director of GA Music

Charity: Coordinate Sweet Shoppe, with assistance of Director of Fundraising

Mus/CD: With the assistance of Director of GA Music, organize and conduct a 1 to 2 hour Grand

Choir practice

Mus/CD: Assist Director of GA Music with Talent Show try-outs, as requested

Editor: Assist Director of PR with the sale of Ads for Rainbow Trails

Reps: Review representative report with DGO (bring at least 3 copies of report to Camp)

Last Year GO: Meet with SO, DGO and Grand Deputies to finalize Reception plans

MARCH 15

ALL: Grand Officer Appointment Application Package due to Mother Advisor

Last Year Grand Officers: Submit "Last Will and Testament" to SO and DGO

DL/HDL: Schedule at least five drill practices, between April and June, with DGO

Lecturer: Submit final Grand Assembly Message to SO and DGO

APRIL 1

WAA, Charity, Hope, Faith, Editor: Submit final Reports to SO and applicable Director

Chaplain: Submit musical selections for Vesper Service to SO and Director of GA Music

Religion: Submit Invocation and scripture readings for Vesper Service to SO and AGD

Mus/CD: Submit introductions for Talent Show at Grand Assembly to SO and Director of GA Music

Lecturer: Submit Vesper Service message (response) to SO and AGD

Reps: Submit final report to DGO; begin memorizing report

SPRING OV

ALL: Submit the name/s of escort/s and self-introduction for Escort (following the Grand Banquet) to SO; information will be read by SRD during Escort at Grand Assembly

PR Committee: Submit voting slips and awards for Grand Assembly competitions (including Assembly Entertainment) to Director of PR

APRIL 15

Last Year Grand Officers: Submit Reception speech to SO for inclusion in Speech Book

Recorder: Submit introductions for Grand Assembly Entertainment to SO (see Flag Bearer Responsibilities)

MAY 1

ALL: Submit suggested revisions to next year's Handbook to SO

GWA RECEPTION:

ALL: CLEAN mascot bag due to DGO

WAA: Deliver completed GWA quilt to DGO

GRAND OFFICER PRACTICE DAY

ALL: Demonstrate proficiency in all ritualistic work, ceremonies, and reports; those who are not well prepared will present their work (again) to their Assembly based on the schedule established by the Grand Deputy

Note: Voting for next State Rainbow Dad generally occurs during this weekend

MAY 15

Mus/CD: Confirm performers for Talent Show; notify SO and Director of GA Music of changes

Historian: Submit completed slide show to Director of PR

GRAND ASSEMBLY PREPARATION

Refer to Preparing for Grand Assembly Section of the Grand Officer Handbook