



## Producing the ~~Quarterly~~ Bimonthly Calendar

Bob Gruber

The Ventura Unit has traditionally published four (4) hard-copy quarterly calendars a year. Starting with Q4 '09, Webmaster, Bob Gruber, started duplicating Ked Creed's hard-copy effort to put an on-line copy on the Unit's web site for people to download and print at home. The on-line copy may be updated as needed with a little expenditure of time, but at no added cost to the Unit.

Switched to bimonthly in July 2015

Before long, Ked Creed ceased creating the master hard copy and Bob Gruber's Word version became the master for both the web site and hard-copy. This paper discusses production of the ~~Quarterly~~ Bimonthly Calendar once the scheduling aspect has been completed. The Scheduler needs to provide the list of Unit functions to the Calendar Producer according to the rough schedule in the next section. The calendar is done in Microsoft Word and converted to *pdf* for upload to the web site. When ready, both the Word and *pdf* versions should be e-mailed to the Webmaster.

Currently, Club Manager ?? either gets an e-mail copy of the *pdf* or downloads a copy from the web site so that he can print the hard copies (on a Unit-owned printer) for the various game sites.

### Bob G's General Paper Color Recommendation

Although the hard copies are printed by Club Manager, ??, on a Unit-owned printer, Bob Gruber recommends a 4-color rotation as follows:

~~Q1 (Winter) white inputs by mid Dec for Jan-Mar  
Q2 (Spring) green inputs by mid Mar for Apr-Jun  
Q3 (Summer) blue inputs by mid Jun for Jul-Sep  
Q4 (Fall) goldenrod inputs by mid Sep for Oct-Dec~~

B1 white inputs by mid Dec for Jan-Feb  
B2 green inputs by mid Feb for Mar-Apr  
B3 yellow inputs by mid Apr for May-Jun  
B4 blue inputs by mid Jun for Jul-Aug  
B5 goldenrod inputs by mid Aug for Sep-Oct  
B6 lavender inputs by mid Oct for Nov-Dec

? gray / red / orange /

### Color History

'09 (bright) green / goldenrod / (pale) blue / goldenrod  
'10 white / (pale) green / (bright) blue / goldenrod

Q1 '11 white  
Q2 '11 goldenrod  
Q3 '11 ??

### Calendar Replication for New ~~Quarter~~ Bimonthly Period

A web site to obtain concise, yearly calendars with Holidays & Observance is:

<http://www.vertex42.com/calendars/images/yyyy-calendar-with-holidays.png>

Keep at least a full year's worth of prior ~~Quarterly~~ Bimonthly Calendars (hardcopy & electronic) to use for reference and copying/pasting. Using the most recent bimonthly calendar as a template/starting point for the new one has been an effective technique for preserving any new features, formatting changes, or changes in personnel or in game parameters/types.



- 1) Copy prior ~~Quarterly~~ Bimonthly Calendar
- 2) Change the ~~three (3)~~ two (2) Month names in the leftmost column
- 3) Change the day #s of the ~~three (3)~~ two (2) months as needed
- 4) As needed adjust slashes for end of month “double ups,” i.e. 2 dates in the same square
- 5) Ensure Board Meeting dates in the calendar squares are correct, typically 1<sup>st</sup> Thursday of the month
- 6) Change Board Meeting dates in the leftmost column
- 7) Check and adjust Thursday Directors
- 8) Refer to same ~~quarter~~ bimonthly period of prior year for icons/graphics used.
  - a. Copy from that file -or-
  - b. Copy from “Word” *Calendar Clip Art* file
- 9) Temporarily move special games/events into “undated” blocks to copy & paste if needed for the current ~~quarter~~ bimonthly period
- 10) Add any special games not already accounted for
- 11) With all special games set, delete any extras in the “undated” blocks
- 12) Multi-line entries (such as Great West. STaC) usually have line spacing set to be *Exactly 10 pt.*

Small caps  
are used for  
“event” text

2014 **Passover:** 8 days starting evening of April 14  
 Easter: April 20  
 Mother’s Day: May 11  
 Memorial Day: May 26  
  
**Rosh Hashanah:** evening of Sep 24  
  
**Yom Kippur:** evening Oct 3  
 Veterans Day: Nov 11  
 Thanksgiving: Nov 27  
 Christmas: Dec 25

2015 New Year’s Day: Jan 1 (**Th**)  
**Passover:** 8 days starting evening of Apr 3  
 Easter: Apr 5  
 Mother’s Day: May 10  
 Memorial Day: May 25 (Mo)  
 Independence Day: Jul 4 (**Sa**)  
  
**Rosh Hashanah:** evening of Sep 13  
  
**Yom Kippur:** evening Sep 22  
 Veterans Day: Nov 11 (**We**)  
 Thanksgiving: Nov 26 (**Th**)  
 Christmas: Dec 25 (Fr)

10 Federal Holidays (TBT Closed)

Jan-Feb: 1 Jan New Year’s Day, ≈20 Jan MLK Day, ≈16 Feb President’s Day,  
 Mar-Apr: - - -  
 May-Jun: ≈25 May Memorial Day,  
 Jul-Aug: 4 July Independence Day,  
 Sep-Oct: ≈7 Sep Labor Day, ≈12 Oct Columbus Day,  
 Nov-Dec: 11 Nov Veterans Day, ≈26 Nov Thanksgiving Day (Th), 25 Dec Christmas Day

NFL Football Playoffs

NFC & AFC Champ: 2<sup>nd</sup> last weekend in Jan.  
 Superbowl Sunday: 1<sup>st</sup> Sunday in February.

PVRPD Regularly Unavailable Saturday Dates

Closed Saturday after Thanksgiving  
 Unavailable 2<sup>nd</sup> Saturday in Dec. for Christmas Parade

Thursday Rotating Director Scheduling Guideline

This schedule can be projected for the entire calendar year. As of 09/17/15 the monthly standard is:

- 1<sup>st</sup> Th: Bob Gruber (Unit Board meetings usually slated for 1st Thursday)
- 2<sup>nd</sup> Th: Chris Gillmon
- 3<sup>rd</sup> Th: Nancy Hall
- 4<sup>th</sup> Th: half Club Manager ??, half TBD



5<sup>th</sup> Th: [Club Manager ??](#)

In 2014, Tom Ciacio's absences due to directing at Tournaments increased. Tuesdays, Wednesdays and Saturdays are affected as well as Thursdays.

The Unit Scheduler might scramble to fill those absences; however, Unit 547 tradition is that the director requiring a substitute tries to find one him/herself. In addition to the 3 other directors noted above, Louise Shaffer used to direct on Thursdays and Linda Beutel has previously filled in. Another possibility is Diane Gunther.

Rosemary Reitz has become a director ( $\approx$  March 2015) and is a candidate. Rose Buckley became a certified director  $\approx$  August 2017.

AFC	American Football Conference
GNT	Grand National Teams
MLK	Martin Luther King
NAP	North American Pairs
NFC	American Football Conference
NFL	National Football League
PVRPD	Pleasant Valley Recreation & Park District (Camarillo)
STaC	Sectional Tournament at Clubs
TBT	Temple Beth Torah
T.O.	Thousand Oaks