

# Playbook Production Schedule

	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5	STAGE 6	GO LIVE		
	Deadline to add Word documents to Google Drive	Draft sent to staff	Deadline to add corrections to draft to Google Drive	Proof sent to staff	Deadline to add corrections to proof to Google Drive	Programs open in Active Net	Playbook live & available to public	Resident Registration	Nonresident Registration
<b>Spring Playbook</b> <i>March/April/May plus all aquatics and tennis</i>	Wed, November 29	Mon, January 8	Thurs, January 11	Mon, January 15	Wed, January 17	Mon, January 22	Wed, January 24	Sat, February 3 at 9am	Sat, February 10 at 9am
<b>Camp Guide</b> <i>All summer camp offerings</i>	Wed, December 20	Mon, January 8	Thurs, January 11	Mon, January 15	Wed, January 17	Mon, January 22	Wed, January 24	Sat, February 3 at 9am	Sat, February 10 at 9am
<b>Summer Playbook (Tentative)</b> <i>June/July/August</i>	Wed, March 6	Mon, April 8	Thurs, April 11	Mon, April 15	Wed, April 17	Mon, April 22	Wed, April 24	Sat, May 4 at 9am	Sat, May 11 at 9am
<b>Autumn Playbook (Tentative)</b> <i>Sept/Oct/Nov</i>	Wed, May 15	Mon, June 17	Thurs, June 27	Mon, July 8	Wed, July 10	Mon, July 15	Wed, July 17	Sat, July 27 at 9am	Sat, August 3 at 9am
<b>Winter Playbook (Tentative)</b> <i>Dec/Jan/Feb</i>	Wed, September 4	Mon, October 7	Thurs, October 10	Mon, October 14	Wed, October 16	Mon, October 21	Wed, October 23	Sat, November 2 at 9am	Sat, November 9 at 9am

## Submitting Word Docs & Corrections

Please reference the [Playbook & Camp Guide Production Process](#) guide for instructions. If you need a copy, contact the Superintendent of Marketing.

## Additional Reference Documents

The following guides are also available:

- Tips for Writing Better Program Descriptions
- Submitting Marketing Request Forms
- 15 Tips for Writing Professional Emails
- Staff-Managed Website PDFs on Google Drive

## Google Drive Folder Links

You must be logged in to a Google account to upload documents to Google Drive. Accounts are free and can be created using your Glen Ellyn Park District email address. Contact the Superintendent of Marketing if you need assistance.

**WINTER PLAYBOOK:** <https://drive.google.com/drive/folders/1qcZYOOajg8SGFPOGswgH0PTO1GQU91a-?usp=sharing>

**SPRING PLAYBOOK:** [https://drive.google.com/drive/folders/1\\_RJE-TBCJhICj1HSZqERQV58WUoYKk9Y?usp=sharing](https://drive.google.com/drive/folders/1_RJE-TBCJhICj1HSZqERQV58WUoYKk9Y?usp=sharing)

**SUMMER CAMP GUIDE:** <https://drive.google.com/drive/folders/1x9r5HZ8QfJt5Eaxo4sM7-jE2utrLxqUX?usp=sharing>

**SUMMER PLAYBOOK:** [https://drive.google.com/drive/folders/1oK\\_6wcvR7tgnlleH980X2ivGJTbXTz?usp=sharing](https://drive.google.com/drive/folders/1oK_6wcvR7tgnlleH980X2ivGJTbXTz?usp=sharing)

**AUTUMN PLAYBOOK:** [https://drive.google.com/drive/folders/1HjvSNVJ\\_FI4gy52A-ZibQ7FAw\\_tSEk3R?usp=sharing](https://drive.google.com/drive/folders/1HjvSNVJ_FI4gy52A-ZibQ7FAw_tSEk3R?usp=sharing)



**GLEN ELLYN  
PARK DISTRICT**

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