

Timeline for Local LPM Program Development
(July 2008)

15 months		12 months			9 months	
June	July	August	September	October	November	December
1. Training	1. Contact possible board members. Schedule lunch	1. Schedule meetings (decide how often your committee needs to meet):	1. 1st LPM Board meeting (suggest every other month; set your own schedule)	1. Contact possible faculty	1. 2nd LPM Board meeting (follow-up your board meetings with e-mail minutes)	1. Initial commitment w/ faculty
2. Begin research	2. Develop timeline (use this timeline as a basis; adjust as needed)	--call contacts at jurisdictions (those you sent letters)	--Present timeline	2. Attend jurisdiction meetings/exhibits as scheduled+	--Reports on meetings, faculty, etc.	2. Continue development of marketing plan
--contacts at diocese, synod, presbytery*	3. Send intro letter w/ support documents to appropriate persons at jurisdiction.	--1st LPM board meeting	--Which courses?	3. Begin to develop mailing list	--Marketing plan brainstorm	3. Review graphic designs from artist. E-mail to committee for input.
--possible LPM board members		2. Register for exhibit space at jurisdiction wide events	--Cost?	4. Get information into publications of jurisdictions	--Finalize graphic artist & webmaster	4. Attend jurisdiction meetings/exhibits as scheduled
		3. Finalize timeline	--Location?	5. Check out possible venues (consider multiple locations if that works for your area)	--Finalize as many details as possible so info can be entered into promotions	5. Prepare/send news release re: LPM
		4. Develop basic display for exhibit using tri-fold board	--Possible faculty/graphic designer/ wemaster		--Set next meeting date	
		5. Develop single page hand-out to attract attention & interest	--Set-up contact teams		2. Attend jurisdiction meetings/exhibits as schedule	
			a. Visits to jurisdictions		3. Formalize marketing plan. E-mail to board for input	
			b. "Man" exhibits		4. Begin web development	
			--Set next meeting date		5. Share info with Nat'l for entry onto web calendar	
			--Consider hosting an LPM "On the Road" workshop (or something similar) to spark interest in your area (see LPM website for details)	+ After explaining program and ans	6. Begin identifying prospective participants; assign committee members to follow up with prospects	
				a. Possible funding?		
				b. Availability of staff & supplies		
				c. Possibility of opening account		
				d. Anyone write grants that could help LPM		
				e. List of musicians in jurisdictions		
				f. "Blessing" upon LPM?		
*Find out about:						
a. Committee dealing w/ music & worship						
b. Members of committee						
c. Schedule of diocesan conventions, presbytery mtgs, etc., for the next 15 mo.						
d. Publications and deadlines for submission of material						

