

LUNAR 2025 MASTER CALENDAR

CULTURE DIRECTOR*

MARKETING

PERFORMANCE

SPONSORSHIP

ACTIVITIES/DECORATION

DEADLINE

MEETING

EVP

AUTUMN QUARTER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OCT 6	7	8	9	10	11	12
Meet w/ Advisor			Email Chung Family for Grant for Lunar (Treasurer) (DID NOT OBTAIN)			
13	14	15	16	17	18	19
			Reserve Rooms (Deadline)			
20	21	22	23	24	25	26
			Lunar Chair Form Open			
27	28	29	30	31	NOV 1	2
			Lunar Lead Form Closes		Announce Lunar Leads	

3	4	5	6	7	8	9
1:1 w/ Leads			Lunar Committee Form Opens		Lunar Committee Form Closes	
10	11	12	13	14	15	16
Lunar Team Meeting (Theme Finalized, Committees Finalized)		Submit ECC SDEF Funding Grant	Lunar Committee Placements Announced Lunar Committee Time (15-20 min)			
17	18	19	20	21	22	23
			Dumpling making (No lunar)		DUMPLING NIGHT	
24	25	26	27	28 (Thanksgiving)	29	30
			Lunar Committee Time (30 min)	Meet with ECC Advisor for Grant Approval Meet w/ SAO Advisor for Grant applications (backup to dec 2)		
DEC 1	2	3	4	5	6	7
Lunar Team Meeting			Reach out to professional groups	Activities Finalized (soft deadline)		

8	9	10	11	12	13	14
FINALS WEEK						
15	16	17	18	19	20	21
	Lunar Team Meeting					
22	23	24	25	26	27	28
29	30	31				
SPONSORS AND LOGO DEADLINE	Lunar Team Meeting Draft Design Complete					

WINTER QUARTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	JAN 6	7	8	9	10	11
	Lunar 2:1s FINAL GRAPHICS DEADLINE	Craft Day	BRAINSTORM DEADLINE Main Post	Craft Day	NEED INFO FOR ACTIVITIES SHEET/LIST OF ACTIVITIES	

12	13	14	15	16	17	18
<p>Finalize performance lineup/contracts</p>	<p>Facebook Event</p> <p>NEED PERFORMANCE LINEUP (Photos and Groups)</p> <p>Physical Posters (CID, Ave, UW)</p> <p>Reach out to vendors</p>	<p>Lunar Team Meeting</p> <p>Craft Day</p>	<p>Materials Order</p> <p>1 Month Post</p> <p>MC SCRIPT DRAFT</p> <p>Deadline for UUF, Kane Payment, and Food Permit</p>	<p>Craft Day</p> <p>Reach out to volunteers</p> <p>Send Alumni Invites</p> <p>Submit Food Service Permit</p> <p>Send RSO and Faculty Invites</p>		<p>Craft Day</p>
19	20	21	22	23	24	25
	<p>Fundraiser</p> <p>External CSA videos submitted</p> <p>Officers signed up for skits</p> <p>TikTok Promo</p>	<p>Craft Day</p> <p>Submit order for Lawn Signs and Banner</p> <p>Email CHS and donor family*</p>	<p>NEED FOOD</p> <p>MC SCRIPT FINALIZED</p> <p>Day-of Role Sheet & Officer Guests</p> <p>Materials Order</p>	<p>Craft Day</p>	<p>Kane Hall Walkthrough</p> <p>Notify performers of soundcheck and guest count</p>	<p>Craft Day</p>
26	27	28	29	30	31	FEB 1
	<p>TikTok Promo</p>	<p>Fundraiser</p>	<p>Day-Of Overview</p>	<p>Fundraiser</p>	<p>Fundraiser</p>	<p>Craft Day</p>

		Craft Day Lunar Team Meeting		Craft Day		Lawn Signs Up 2 Week Countdown (Schedule and Activities)
2	3	4	5	6	7	8
	TikTok Promo Collab Fundraiser Start Selling Merch Remind RSOs and Alumni	Craft Day Fundraiser Finalize Vendors	SOFT DEADLINE Remind Volunteers Finalize Soundcheck, Scheduling, Lighting, and Equipment w/ Performers	Craft Day Send Vendor Email Reach out to Photographer MC SCRIPT PRACTICE	Deadline for Stickers Complete Name Tags FINAL Materials Order	Craft Day 1 Week Countdown (Menu and Prizes)
9	10	11	12	13	14	15
PRINTING SOFT DEADLINE	TikTok Promo Craft Day Final reminders for performers	Craft Day Fundraiser	3 Day Countdown (Performer) Remind Vendors Finalize reserved seats	2 Day Countdown (Performer) Craft Day Fundraiser	1 Day Countdown (Performer) FINAL MC SCRIPT PRACTICE	LUNAR!
11	12	13	14	15	16	17

