

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week C/12.5.25	Create Poster and Send to Print	Book Venues	Build Website skelton and update with Events Schedule			WEEKENDS OFF FROM PROJECT	
Week C/19.5.25	Contact Artists, Book trains	Make skeleton of publication	Make Information Leaflets for people to read on tables. Include Images, history of collage and postal art		Posters Arrive. Distribute in Local Businesses		
Week C/26.5.25	Charity Shopping for table cloths, vases and misc. room decorations						
Week C/ 2.6.25	Materials Shopping. Visit all independent shops listed. Purchase all materials including investment pieces eg scissors.			Flower Shopping	Laurison Halls Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/ 9.6.25	Update Website with Photographs of created collages			Refreshments Buying	Juniper Green Workshop. Set up at 3.30pm, 4.30-6.30 workshop, Take photographs of created collages.		
					Artist Talk Katie Schwab 6.30-8pm. Pack Down 8-9pm.		
Week C/16.6.25	Website Admin, Updates, and Moderation. Answer any emails	Upload Images to Publication/Zine	Upload Images to Publication/Zine	Upload Images to Publication/Zine	Salisbury Centre Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/23.6.25	Website Admin, Updates, and Moderation. Answer any emails	Upload Images to Publication/Zine	Upload Images to Publication/Zine	Upload Images to Publication/Zine	Walpole Hall Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/30.6.25	Website Admin, Updates, and Moderation. Answer any emails	Upload Images to Publication/Zine	ORDER PUBLICATIONS	Flower Shopping	Lauriston Halls Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/7.7.25	Website Admin, Updates, and Moderation. Answer any emails	Repurchase any materials that need restocking. Reprint any Information Documents.			Juniper Green Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/14.7.25	Website Admin, Updates, and Moderation. Answer any emails	Website Admin, Updates, and Moderation. Answer any emails	Publications Arrive	Refreshments Buying	Salisbury Centre Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
					Artist Talk Emily Pope 6.30-8pm. OFFER PUBLICATIONS OUT AFTER Q AND A. Pack Down 8-9pm.		
Week C/21.7.25	Website Admin, Updates, and Moderation. Answer any emails	Website Admin, Updates, and Moderation. Answer any emails	Website Admin, Updates, and Moderation. Answer any emails	Website Admin, Updates, and Moderation. Answer any emails	Walpole Hall Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/28.7.25	Website Admin, Updates, and Moderation. Answer any emails	Website Admin, Updates, and Moderation. Answer any emails	Visit Glasgow Women's Library and hand deliver a copy of zine	Flower Shopping	Lauriston Hall Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/4.8.25	Website Admin, Updates, and Moderation. Answer any emails	Website Admin, Updates, and Moderation. Answer any emails	Visit GoodPress and deliver copies of the zine	Website Admin, Updates, and Moderation. Answer any emails	Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/11.8.25	Website Admin, Updates, and Moderation. Answer any emails	Repurchase any materials that need restocking. Reprint any Information Documents.			Juniper Green Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/18.8.25	Website Admin, Updates, and Moderation. Answer any emails				Salisbury Centre Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
Week C/25.8.25	Website Admin, Updates, and Moderation. Answer any emails			Refreshments Buying	Workshop. Set up at 3.30pm, 4.30-6.30 workshop, pack down at 7.30 pm. Take photographs of created collages.		
					Artist Talk Jade Blood 6.30-8pm. OFFER PUBLICATIONS OUT AFTER Q AND A. Closing Night Thank Yous. Pack Down 8-9pm.		
Week C/1.9.25	Final Website Admin, Updates, and Moderation. Answer any emails. Write Summary of the experience for the website and hand information to Glasgow Women's Library to keep the archive alive. Donate Any unused Materials to attendees and give table cloths etc back to charity shop.						