

CBMW Programming process – as at March 2015

Leaders / Secretariat	Programme Secretaries	Date
<p>Leaders -Submit walkslip(s) <i>If walk is on database (on website) then submit walk number and walk name and any date restrictions; if a new walk submit details using New Walks form on Website plus date restrictions.</i></p>		<p>Autumn deadline 31st May Spring deadline – 30th Nov.</p>
	<p>Whilst walk offers are being received, periodically summarise and publish list on CBMW site. <i>Add any new walks to database, letting leader know of walk number.</i></p>	<p>Autumn 31st May Spring 30th Nov.</p>
	<p>Prepare draft programme, providing a balance of walk areas, grades and leaders, and taking into account leaders availability and any walk restrictions. Send to Secretariat for checking. See below for details of the criteria used by Programming Secretary to produce the programme.</p>	<p>Autumn Prog 1st Aug Spring Prog 3rd Dec</p>
<p>Secretariat Check walk details on draft programme and notify programme secretary of any corrections</p>		<p>Autumn Prog 7th Aug Spring Prog 7th Dec</p>
	<p>Make any necessary changes then send Preliminary Programme to leaders, highlighting any gaps and asking leaders to see if they can offer walks to fill them</p>	<p>Autumn Prog 14th Aug Spring Prog 14th Dec</p>
<p>Leaders -Check walk details on Preliminary programme and notify programme secretary of any corrections. Look at any gaps highlighted and offer walks to fill them.</p>		<p>Autumn Prog 24th Aug Spring Prog 24th Dec</p>
	<p>Make any necessary changes then produce and send final version of programme to leaders and then publish on CBMW website the first Sunday after this.</p>	<p>Autumn Prog 31stAug Spring Prog 31st Dec</p>