









Production List

Job and client details	Proj No	Date In	Date Due	Next Task	Du/D	Due/T	C Mgr	Owner	Br	Job Status
5173 Native Restoration Manual TDC		20 Aug 2007		28 May 5pm Design and layout	28 May	5pm		BDu	R	Bill to date <small>Used Remaining</small>
5749 Tasman Ihatove Trial TDC		15 Aug 2008						AWa KGI	R	ON Hold <small>You have used all your time</small>
5974 Draft Regional Walking and Cycling Strategy 2009 tdc		5 Dec 2008						KGI BDu	R	ON Hold <small>You have used all your time</small>
6127 TDC Brand Manual tdc		4 Mar 2009					KGI	KGI MRa	R	Bill to date <small>Used Remaining</small>
6197 Motorcycle Safety Campaign TDC		15 Apr 2009		20 Apr 11am Client Amendment(s)	20 Apr	11am		PJe	R	ON Hold <small>Used Remaining</small>
6250 Keep It Fresh Keep It Clean Brochure Update TDC		6 May 2009	14 Aug 2009	Client Amendment(s)			PJe	AWa	R	With Client <small>You have used all your time</small>
6294 Way2Go Urban cycling and walking brochures update 09 TDC		28 May 2009						MRa	R	With Design Team
6296 Mapua Structure Plan Brochure Update 09 TDC		4 Jun 2009		16 Apr 4pm Editorial	16 Apr	4pm		KGI	R	ON Hold <small>Used Remaining</small>
6306 Tasman Library Brand TDC		12 Jun 2009	29 Jun 2009				MRa	MRa KGI	R	With Client <small>Used Remaining</small>
6319 Life Next Door Update TDC		18 Jun 2009		30 Jul 5pm Client Administration - Chargeable	30 Jul	5pm	PJe	PJe	R	With Editorial Team <small>Used Remaining</small>
6352 Archiving TDC Files TDC		30 Jun 2009	29 Jan 2010	29 Jan 5pm Client Administration - Chargeable	29 Jan	5pm	MRa	PBa	R	Bill to date <small>You have used all your time</small>
6373 Stationery and Templates TDC		7 Jul 2009		31 Mar 12pm Prepress	31 Mar	12pm	KGI	APu	R	Bill to date <small>You have used all your time</small>
6374 Youth Council Web On-Going TDC		7 Jul 2009	31 Dec 2009	31 Dec 5pm Webpage Content	31 Dec	5pm		SHa	R	Bill to date <small>Used Remaining</small>
6376 Way2Go Website Management 09 TDC		8 Jul 2009	31 Dec 2009	31 Dec 5pm Webpage Content	31 Dec	5pm		SHa MRa	R	With Web Team <small>Used Remaining</small>
6411 Council Workings Survey TDC		28 Jul 2009		31 Aug 5pm Editorial	31 Aug	5pm	PJe	PJe	R	With Editorial Team <small>Used Remaining</small>
6450 Jubilee Park Sports Ground Sign TDC		17 Aug 2009	28 Aug 2009	20 Aug 12pm Client Amendment(s)	20 Aug	12pm	PJe	AWa	R	With Client <small>You have used all your time</small>

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6493 Interactive Maps for Native Planting Lists TDC		28 Aug 2009	30 Sep 2009	30 Sep 5pm Website Design	30 Sep	5pm	PJe	SHa	R	With Web Team 
6593 Library Internal Signage tdc		16 Oct 2009	30 Oct 2009	22 Oct 10am Internal Amendments	22 Oct	10am	PJe	LBe	R	On Proof 
6642 Regional Land Transport Strategy TDC		5 Nov 2009	12 Nov 2009	6 Nov 5pm Design and layout	6 Nov	5pm	PJe	PJe	R	With Client 
6652 Tasman Collection 09/10 Marketing tdc		13 Nov 2009		31 Dec 5pm Client Administration - Chargeable	31 Dec	5pm			R	Bill to date 
6684 Council Publications Form for New Residents TDC		2 Dec 2009	4 Dec 2009	3 Dec 5pm Design and layout	3 Dec	5pm	PJe	PJe	R	Bill to date 
6686 Draft Annual Plan 2010 TDC		2 Dec 2009	3 Feb 2010	27 Jan 11am Internal Amendments	27 Jan	11am	PJe	AWa	R	With Design Team 
6693 Murchison BMX Track Opening A4 Poster TDC		7 Dec 2009	22 Dec 2009				PJe	AWa	R	With Design Team 
6746 Print Management 2010 TDC		19 Jan 2010	30 Jun 2010	31 Dec 5pm Client Administration - Chargeable	31 Dec	5pm	PJe	PJe	R	Bill to date 
6752 R Kempthorne - Website 2010 TDC		21 Jan 2010	31 Dec 2010	31 Dec 5pm Webpage Content	31 Dec	5pm	PJe	AWa	R	With Web Team 
6759 Mudcakes & Roses Apr/May 10 TDC	141	25 Jan 2010	24 Mar 2010	2 Feb 5pm Client Administration - Chargeable	2 Feb	5pm	PJe		R	With Editorial Team 
6787 Council Photos 2010 TDC		2 Feb 2010		Client Administration - Chargeable					R	With Editorial Team 
6803 Ecofest 2010 - Graphic Design Promo (New Signage Material) TDC		12 Feb 2010	20 Aug 2010	20 Aug 5pm Proofing by Editorial	20 Aug	5pm		AWa	R	With Design Team 
6806 Ecofest 2010 Editorial Work TDC		15 Feb 2010	31 Aug 2010	Proofing by Editorial				PJe	R	With Editorial Team 
6807 General Publicity March 2010 TDC	144	16 Feb 2010	31 Mar 2010	31 Mar 5pm Editorial	31 Mar	5pm	PJe		R	With Editorial Team 
6812 Website Search and Uploading March 2010 TDC	144	17 Feb 2010	31 Mar 2010	31 Mar 5pm Library	31 Mar	5pm	MRa	AWa	R	With Web Team 
6813 Jam March (Autumn) 2010 TDC	141	17 Feb 2010	12 Mar 2010	26 Feb 5pm Copywriting	26 Feb	5pm	PJe	PJe	R	With Design Team 

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6815 Print Advertising March 2010 TDC	144	17 Feb 2010	31 Mar 2010	31 Mar 5pm Design and Layout	31 Mar	5pm	PJe	AWa	R	With Design Team 
6816 Feature Writing March 2010 TDC	144	17 Feb 2010	31 Mar 2010	31 Mar 5pm Editorial	31 Mar	5pm	PJe		R	With Editorial Team 
6817 ProActive March 2010 TDC	141	17 Feb 2010	4 Mar 2010	2 Mar 9am Design and layout	2 Mar	9am	LBe	LBe	R	With Design Team 
6818 Updates March 2010 TDC	144	17 Feb 2010	31 Mar 2010	31 Mar 5pm Design and Layout	31 Mar	5pm	AWa	AWa	R	With Design Team 
6820 Advertising Sales / Admin March 2010 TDC	144	17 Feb 2010	31 Mar 2010	31 Mar 5pm Advertising Sales / Admin	31 Mar	5pm	MRa	PBa	R	With Paula 
6821 Media Releases March 2010 TDC	144	17 Feb 2010	31 Mar 2010	31 Mar 5pm Editorial	31 Mar	5pm	PJe		R	With Editorial Team 
6823 Boredom Busters Autumn Mar 2010 TDC	141	17 Feb 2010	30 Nov 2009	26 Feb 5pm Client Administration - Chargeable	26 Feb	5pm	PJe	PJe	R	At Printers 
6824 Media Monitoring March 2010 TDC		17 Feb 2010	31 Mar 2010	31 Mar 5pm Editorial	31 Mar	5pm	PJe		R	With Editorial Team 
6826 Newsline 19 March 2010 Issue #222 TDC	141	17 Feb 2010	19 Mar 2010	9 Mar 12pm Editorial	9 Mar	12pm	PJe		R	With Editorial Team 
6828 Radio Advertising March 2010 TDC	144	17 Feb 2010	31 Mar 2010	31 Mar 5pm Editorial	31 Mar	5pm	PJe		R	With Editorial Team 
6830 Newsbriefs March 2010 TDC	144	17 Feb 2010	31 Mar 2010	31 Mar 5pm Editorial	31 Mar	5pm	PJe	Blr	R	With Editorial Team 
6834 Freedom Camping Update 2010 TDC		22 Feb 2010							R	At Printers 
6835 Guidance Notes & Building Consent Procedures Update TDC		22 Feb 2010	24 Feb 2010	23 Feb 11am Proofing by Editorial	23 Feb	11am		LBe	R	On Proof 
6836 Application for Building Consent Form Update 2010 TDC		22 Feb 2010	24 Feb 2010	23 Feb 2pm Client Amendment(s)	23 Feb	2pm	PJe	LBe	R	On Proof 
6841 Wasp Brochure for Website TDC		3 Mar 2010	5 Mar 2010	3 Mar 4pm Design and layout	3 Mar	4pm			R	To be allocated 
6843 Conditions of Permit Signs tdc		3 Mar 2010	8 Mar 2010	4 Mar 3pm Client Amendment (s)	4 Mar	3pm	PJe		R	With Design Team 

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6846 JAM Training March 2010 TDC		4 Mar 2010	28 Feb 2010	8 Mar 5pm Design and layout	8 Mar	5pm	PJe	PJe	R	With Editorial Team <small>Used Pending</small>
6847 TYC Youth Volunteer Nomination Form 2010 TDC		4 Mar 2010	5 Mar 2010	4 Mar 10am Design and layout	4 Mar	10am		AWa	R	With Design Team <small>Used Pending</small>
6849 Update Library New Members Folder 2010 TDC		4 Mar 2010	5 Mar 2010	5 Mar 10am Design and layout	5 Mar	10am	PJe	LBe	R	With Client <small>Used Pending</small>
6850 Web Tender TDC		5 Mar 2010	15 Mar 2010	15 Mar 12pm Editorial	15 Mar	12pm	PJe	KGI PJe	R	With Editorial Team <small>Used Pending</small>
6852 Outstanding Community Service Awards 2010 - Nomination Form and Info Guide TDC		8 Mar 2010	10 Mar 2010	8 Mar 2pm Design and layout	8 Mar	2pm		AWa	R	With Design Team <small>Used Pending</small>
6855 Dovedale Water Feedback TDC		8 Mar 2010	19 Mar 2010	15 Mar 5pm Design and layout	15 Mar	5pm			R	With Design Team <small>Used Pending</small>
6856 Update Library New Members Card 2010 TDC		8 Mar 2010	5 Mar 2010	5 Mar 10am Design and layout	5 Mar	10am	PJe	LBe	R	With Client <small>Used Pending</small>
6857 Levity Beet Poster & Advert TDC		9 Mar 2010	17 Mar 2010	12 Mar 5pm Design and layout	12 Mar	5pm			R	With Design Team <small>Used Pending</small>
6859 Tasman Band Tour 2010 TDC		9 Mar 2010	19 Mar 2010	17 Mar 5pm Design and layout	17 Mar	5pm			R	With Design Team <small>Used Pending</small>