

Status Tracker

Wednesday, January 01, 2020

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Due This Month:	8
Overdue:	0

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Adminstration						
Budget		Fiscal year			Tom	Nov 1 to Oct 31
Budget		Set prelim budget	10/31/2019	10	Tom	
Budget		Set budget for bands	11/30/2019	11	Tom	
Budget		Set final budget	12/31/2019	12	Tom	
Adminstration		File for Event Permit	2/1/2020	2	Jamie	
Adminstration		Apply for Mayfest	2/1/2020	2	Kerry	
Adminstration		Apply for Liquor license for beer garden	1/31/2020	1	Tom	
Adminstration		Obtain event liability insurance	4/30/2020	4	Tom	
Adminstration		Town Council at Committee Meeting	11/20/2019	11		at request
Adminstration		Obtain approval for Beer Garden at Town Council m	2/15/2020	2	Tom	
Adminstration		Schedule Dept Meeting with Town			Tom	
Adminstration		Department Head meeting	5/15/2020		Tom	Others to attend
Budget		Issue public appeal for funds	6/1/2020	6	Tom	Determine proper date / tools

Website Maintenance						
Website Maintenance		Renew maplewoodstock.com		1	Jim	

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Website Maintenance		Update advertisers			Jim	

Headliners

Headliners		Review running list and agent recommendations	12/31/2019	12	Tarquin	
Headliners		Develop list of top choices	12/31/2019	12	Tarquin	
Headliners		Propose top choices with costs	12/31/2019	12	Tarquin	Determine if we want 1 "big" headliner or multiple smaller
Headliners		Feedback from committee	12/31/2019	12	Tarquin	
Headliners		Prelim decisions	12/31/2019	12	Tarquin	
Headliners		Talk to agents on availability, cost, routing	12/31/2019	12	Tarquin	
Headliners		Recirculate to the team	12/31/2019	12	Tarquin	
Headliners		Get signed contracts from headliners	3/30/2020	3	Tarquin	
Headliners		Review riders	12/31/2019	12	Tarquin	
		Finalize riders	6/1/2020	6	Tarquin	
Headliners		Provide rider details to production company	6/1/2020	6	Tarquin	

Production Company

Production Company		Every 3 years, put event out to bid			Tom	
Production Company		Get pricing on stage, lights, front	1/30/2020	1	Tarquin	
Production Company		Review headliner band riders	12/31/2019	12	Tarquin	
Production Company		Agreement on headliner riders	12/31/2019	12	Tarquin	
Production Company		Price backline with production company	12/31/2019	12	Tarquin	
Production Company		Work with production co to reduce costs	12/31/2019	12	Tarquin	

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Production Company		Review proposal with road managers'	12/31/2019	12	Tarquin	
Production Company		Lock in the back line	6/15/2020	6	Tarquin	
Merchandise						
Merchandise		Put out call for designs	1/6/2020	1	Kerry	
Merchandise		Deadline for designs	2/7/2020	2	Kerry	
Merchandise		First design review at Feb Committee Meeting	2/12/2020	2	Kerry	
Merchandise		Final design decision - March Meeting	3/11/2020	3	Kerry	
Merchandise		Assemble order & send to printer	3/31/2020	3	Kerry	
Merchandise		Confirm colors, sizes and styles with printer	4/12/2020	4	Kerry	
Merchandise		Submit order to printer	4/12/2020	4	Kerry	
Merchandise		Order any additional merch	4/12/2020	4	Kerry	
Merchandise		Expected tshirt arrival date	5/3/2020	5	Kerry	
Merchandise		Shirt folding	5/10/2020	5	Kerry	
Merchandise		Order lawn signs	4/15/2020	4	Kerry	
Merchandise		Provide design to Program	3/31/2020	3	Kerry	
Merchandise		Post design to website	5/1/2020	5	Jim	
Volunteers						
Volunteers		Identify volunteers for Mayfest	5/3/2020	5	Kerry	
Volunteers		Develop schedule for Mayfest	5/10/2020	5	Kerry	
Volunteers		Identify volunteers for Duck Races	5/11/2020	5	Kerry	
Volunteers		Develop Schedule for Duck Races	5/18/2020	5	Kerry	
Volunteers		Identify volunteers for street sales: (date)	6/1/2020	6	Kerry	
Volunteers		Identify volunteers for street sales: (date)	6/1/2020	6	Kerry	
Volunteers		Identify volunteers for street sales: (date)	6/1/2020	6	Kerry	
Volunteers		Identify volunteers for street sales: (date)	6/1/2020	6	Kerry	

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Volunteers		Determine inventory of needed volunteers for the w	6/1/2020	6	Kerry	
Volunteers		Contact Lauralei Jacobs for sign language interpreter	6/1/2020	6		
Band Application & Selection						
Band Application & Selection		Launch band application on website	1/12/2020	1	Jim	6 week application process
Band Application & Selection		Close band applications on website	3/1/2020	3	Jim	
Band Application & Selection		Create band summary doc	3/8/2020	3	Jim	
Band Application & Selection		Zip MP3 files	3/8/2020	3	Jim	
Band Application & Selection		Share summary and MP3 files with listening commit	3/8/2020	3	Jim	Summary and MP3 files
Band Application & Selection		Schedule listening committee meeting	3/1/2020	3	Tom	
Band Application & Selection		Determine number of band slots, based on headline	3/22/2020	3	Tom	
Band Application & Selection		Hold listening committee meeting	3/22/2020	3	Tom	
Band Application & Selection		Complete band decisions	3/23/2020	3	Tom	
Band Application & Selection		Build band schedule	3/23/2020	3	Tom	
Band Application & Selection		Send congratulation letters	3/23/2020	3	Tom	
Band Application & Selection		Send "thank you for applying" letters	3/23/2020	3	Tom	
		Band responses due	3/29/2020	3		
Band Application & Selection		Local bands confirmed	3/30/2020	3	Tom	
Band Application & Selection		Collect band info for press release and program	5/1/2020	5	Tom	
Band Application & Selection		Send "save the date" email for the band meeting	5/15/2020	5	Tom	
Band Application & Selection		Band meeting	6/15/2020	6	Tom	
Band Application & Selection		Receive lyrics from bands for interpreters	6/30/2020	6		
Advertising / Program						
Advertising / Program		Update advertising package	11/19/2019	11	Gary	
Advertising / Program		Present updated advertising proposal to committee	11/20/2019	11	Gary	
Advertising / Program		Start selling advertising	12/15/2019	12	Gary	
Advertising / Program		Send advertising packages to prior & others via email	12/15/2019	12	Gary	
Advertising / Program		Collect art and payments from sponsors	3/15/2020	3	Gary	

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Advertising / Program		Get tshirt design for program	3/30/2020	3	Gary	
Advertising / Program		Get band descriptions	3/30/2020	3	Gary	
Advertising / Program		Art and payments - final due date	3/30/2020	3	Gary	
Advertising / Program		Send art to Charlie McGuire (graphic designer)	3/30/2020	3	Gary	
Advertising / Program		Develop draft of program	4/7/2020	4	Charlie McGuire	
Advertising / Program		Present draft program to committee	4/8/2020	4	Gary	
		Provide edits to program	4/15/2020	4	Committee	
Advertising / Program		Final program layout	4/16/2020	4	Gary	
Advertising / Program		Send program to News Record for printing	4/17/2020	4	Gary	
Advertising / Program		Pick up programs	5/15/2020	5	Gary	Before Mayfest

Press

Press		Initial press release with band announcement	5/1/2020	5	Jim	
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Arts Vendors

Arts Vendors		Email arts vendors from prior years	2/1/2020	2	Katie	
Arts Vendors		Email possible vendors, identified during year	3/15/2020	3	Katie	
Arts Vendors		Open arts vendor application on site	3/15/2020	3	Katie	
Arts Vendors		Close arts vendor app on the site	5/28/2020	5	Katie	
Arts Vendors		Arts vendor payments due	5/31/2020	5	Katie	
Arts Vendors		Send contracts to vendors	6/15/2020	6	Katie	
Arts Vendors		Assign prelim spaces	6/30/2020	6	Katie	
Arts Vendors		Send liability forms	7/1/2020	7	Katie	
Arts Vendors		Write thank you notes to arts vendors	7/19/2020	7	Katie	

Kids Zone

Kids Zone		Contact kids zone vendor	6/1/2020	6	Jamie	
Kids Zone		Get ride sizes from vendor	6/15/2020	6	Jamie	

Printing and Signage

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Printing and Signage		Provide tshirt design for all printing	4/1/2020	4	Kerry	
Printing and Signage		Inventory existing signs and banners	4/15/2020	4		
Printing and Signage		Identify signs / banners needed for this year	5/15/2020	5		
Printing and Signage		Paint over old signs	5/1/2020	5	Jim	
Printing and Signage		Order new signage	6/1/2020	6		
Printing and Signage		Print Vendor Maps	7/1/2020	7		
Printing and Signage		Print / laminate VIP Passes	7/1/2020	7	Tarquin	
Printing and Signage		Print Vehicle passes	12/31/2019	12		
Printing and Signage		Signs for Deaf Area	12/31/2019	12	Jim	

Park Layout and Set up						
Park Layout and Set up		Order port-a-johns	4/15/2020	4	Jamie	
Park Layout and Set up		Determine general park layout	1/31/2020	1		Jim
Park Layout and Set up		Determine number of arts vendors	1/31/2020	1		
Park Layout and Set up		Determine prelim placement of Kids Zone	1/31/2020	1		
Park Layout and Set up		Walk the park	5/12/2020	5		Before May meeting
Park Layout and Set up		Develop final map layout	7/1/2020	7		Arts Vendors, Food Vendors, Kids Zone, Port-a-johns

Critical Dates	Event
5/17/2020	Mayfest
5/25/2020	Memorial Day
7/11/2020	M'stock
7/12/2020	M'stock

Meeting Schedule	Date	Notes
December	12/11/2019	Cancelled
January	1/8/2020	
February	2/12/2020	
March	3/11/2020	
April	4/8/2020	
May	5/13/2020	
June	6/10/2020	
July	7/8/2020	
August	8/12/2020	Post mortem
September	9/9/2020	Cancel?
October	10/14/2020	
November	11/11/2020	
December	12/9/2020	Skip

7/11/2020 M'stock

April 4/8/2020

7/11/2020 M'stock

April 4/8/2020

7/11/2020 M'stock

April 4/8/2020

7/11/2020 M'stock

April 4/8/2020

7/11/2020 M'stock

April 4/8/2020