

# Status Tracker

Sunday, May 22, 2022

5

Due This Month: 29

Overdue: 66

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
<b>Adminstration</b>						
Budget	<input type="checkbox"/>	Fiscal year	1/12/2022	1	Tom	Nov 1 to Oct 31
Budget	<input type="checkbox"/>	Set prelim budget	1/12/2022	1	Tom	
Budget	<input type="checkbox"/>	Set budget for bands	3/11/2022	3	Tom	
Budget	<input type="checkbox"/>	Set final budget	3/11/2022	3	Tom	
Adminstration	<input type="checkbox"/>	File for Event Permit	4/13/2022	4	Jamie / Tom	
Adminstration	<input type="checkbox"/>	Apply for Mayfest	4/13/2022	4	Kerry	
Adminstration	<input type="checkbox"/>	Apply for Liquor license for beer garden	4/13/2022	4	Tom	
Adminstration	<input type="checkbox"/>	Obtain event liability insurance	5/11/2022	5	Tom	
Adminstration	<input type="checkbox"/>	Town Council at Committee Meeting	4/13/2022	4		on request
Adminstration	<input type="checkbox"/>	Obtain approval for Beer Garden at Town Council m	3/11/2022	3	Tom	
Adminstration	<input type="checkbox"/>	Schedule Dept Meeting with Town	3/11/2022	3	Tom	
Adminstration	<input type="checkbox"/>	Department Head meeting	3/11/2022	3	Tom	
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with Chief DuVaul	4/13/2022	4	Tom	
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with DPW	4/13/2022	4	Tom	
Adminstration	<input type="checkbox"/>	Schedule follow up meetingwith MWFD	4/13/2022	4	Tom	

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Administration	<input type="checkbox"/>	Reach out to SOMA Two Towns re: Senior Tent	6/8/2022	6	Tom	
Administration	<input type="checkbox"/>	Reach out to Laurellie to confirm	6/8/2022	6	Tom	
Budget	<input type="checkbox"/>	Issue public appeal for funds	6/8/2022	6	Tom	
<b>Website Maintenance</b>						
Website Maintenance	<input type="checkbox"/>	Refresh maplewoodstock.com website with new inf	1/12/2022	1	Jim	
Website Maintenance	<input type="checkbox"/>	Update advertisers on website	1/12/2022	1	Jim	
Website Maintenance	<input type="checkbox"/>	Update "map of the event" on the website	6/15/2022	6	Jim	
Website Maintenance	<input type="checkbox"/>	Renew <a href="http://maplewoodstock.com">maplewoodstock.com</a> domain Cheap-Domai	5/15/2022	5	Jim	
<b>Headliners</b>						
Headliners	<input type="checkbox"/>	Review running list and agent recommendations	11/15/2022	11	Tarquin	
Headliners	<input type="checkbox"/>	Develop list of top choices	12/1/2022	12	Tarquin	
Headliners	<input type="checkbox"/>	Propose top choices with costs	12/1/2022	12	Tarquin	

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Headliners	<input type="checkbox"/>	Feedback from committee	12/15/2022	12	Tarquin	
Headliners	<input type="checkbox"/>	Prelim decisions	1/1/2022	1	Tarquin	
Headliners	<input type="checkbox"/>	Talk to agents on availability, cost, routing	1/15/2023	1	Tarquin	
Headliners	<input type="checkbox"/>	Recirculate to the team	2/1/2023	2	Tarquin	
Headliners	<input type="checkbox"/>	Get signed contracts from headliners	3/1/2023	3	Tarquin	
Headliners	<input type="checkbox"/>	Review riders	4/1/2023	4	Tarquin	
Headliners	<input type="checkbox"/>	Finalize riders	5/1/2023	5	Tarquin	
Headliners	<input type="checkbox"/>	Provide rider details to production company	5/15/2023	5	Tarquin	

## Production Company

Production Company	<input type="checkbox"/>	Every 3 years, put event out to bid	1/1/2023	1	Tom	
Production Company	<input type="checkbox"/>	Compare bids	4/1/2021	4	Tom	368 Event Management LLC (Bid, Book)
Production Company	<input type="checkbox"/>	Get pricing on stage, lights, front	1/10/2022	1	Tarquin	
Production Company	<input type="checkbox"/>	Review headliner band riders	4/13/2022	4	Tarquin	
Production Company	<input type="checkbox"/>	Agreement on headliner riders	4/13/2022	4	Tarquin	
Production Company	<input type="checkbox"/>	Price backline with production company	5/11/2022	5	Tarquin	

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Production Company	<input type="checkbox"/>	Work with production co to reduce costs	6/8/2022	6	Tarquin	
Production Company	<input type="checkbox"/>	Review proposal with road managers	6/8/2022	6	Tarquin	
Production Company	<input type="checkbox"/>	Lock in the back line	6/9/2022	6	Tarquin	

Merchandise						
Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Merchandise	<input type="checkbox"/>	Identify possible designers	1/21/2022	1	Kerry	
Merchandise	<input type="checkbox"/>	Select designers	2/11/2022	2	Kerry	
Merchandise	<input type="checkbox"/>	Share design progress	2/25/2022	2	Kerry	
Merchandise	<input type="checkbox"/>	Presentation of final designs	5/14/2021	5	Kerry	
Merchandise	<input type="checkbox"/>	Assemble order & send to printer	4/2/2022	4	Kerry	
Merchandise	<input type="checkbox"/>	Confirm colors, sizes and styles with printer	4/16/2022	4	Kerry	
Merchandise	<input type="checkbox"/>	Submit order to printer	4/16/2022	4	Kerry	
Merchandise	<input type="checkbox"/>	Order any additional merch	6/9/2022	6	Kerry	
Merchandise	<input type="checkbox"/>	Expected tshirt arrival date	5/11/2022	5	Kerry	
Merchandise	<input type="checkbox"/>	Shirt folding	5/18/2022	5	Kerry	
Merchandise	<input type="checkbox"/>	Order lawn signs	4/13/2022	4	Kerry	
Merchandise	<input type="checkbox"/>	Provide design to Program	4/6/2022	4	Kerry	
Merchandise	<input type="checkbox"/>	Post design to website	5/11/2022	5	Jim	
Merchandise	<input type="checkbox"/>	Determine how to manage crowds at merch tent	5/15/2022	5	Kerry	

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<b>Volunteers</b>						
Volunteers	<input type="checkbox"/>	Create volunteer form for advance signatures from	5/15/2022	5	Tom	Merch, Beer Garden, Canopy
Volunteers	<input type="checkbox"/>	Identify volunteers for Mayfest	5/11/2022	5	Kerry	
Volunteers	<input type="checkbox"/>	Develop schedule for Mayfest	5/18/2022	5	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for Duck Races	5/16/2022	5	Kerry	
Volunteers	<input type="checkbox"/>	Develop Schedule for Duck Races	5/23/2022	5	Kerry	
Volunteers	<input type="checkbox"/>	Determine schedule of sales for 2022	5/25/2022	5	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2022	6	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2022	6	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2022	6	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2022	6	Kerry	
Volunteers	<input type="checkbox"/>	Determine inventory of needed volunteers for the v	6/1/2022	6	Kerry	
Volunteers	<input type="checkbox"/>	Contact Laurellie Jacobs for sign language interpret	5/28/2022	5	Jim	
Volunteers	<input type="checkbox"/>	Contact Tom and Marshia re stage banners	5/28/2022	5	Jim	

## Band Application & Selection

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Band Application & Select	<input checked="" type="checkbox"/>	Launch band application on website	1/12/2020	1	Jim	
Band Application & Select	<input checked="" type="checkbox"/>	Close band applications on website	3/1/2020	3	Jim	
Band Application & Select	<input checked="" type="checkbox"/>	Create band summary doc	3/8/2020	3	Jim	
Band Application & Select	<input checked="" type="checkbox"/>	Zip MP3 files	3/8/2020	3	Jim	
Band Application & Select	<input checked="" type="checkbox"/>	Share summary and MP3 files with listening commit	3/8/2020	3	Jim	
Band Application & Select	<input type="checkbox"/>	Schedule listening committee meeting	2/24/2022	2	Tom	
Band Application & Select	<input type="checkbox"/>	Determine number of band slots, based on headline	6/1/2021	6	Tom	
Band Application & Select	<input type="checkbox"/>	Hold listening committee meeting	3/19/2022	3	Tom	
Band Application & Select	<input type="checkbox"/>	Complete band decisions	3/20/2022	3	Tom	
Band Application & Select	<input type="checkbox"/>	Build band schedule	3/20/2022	3	Tom	
Band Application & Select	<input type="checkbox"/>	Send congratulation letters	3/20/2022	3	Tom	
Band Application & Select	<input type="checkbox"/>	Send "thank you for applying" letters	3/20/2022	3	Tom	
Band Application & Select	<input type="checkbox"/>	Band responses due	3/27/2022	3	Tom	
Band Application & Select	<input type="checkbox"/>	Local bands confirmed	3/28/2022	3	Tom	
Band Application & Select	<input type="checkbox"/>	Collect band info for press release and program	4/30/2022	4	Tom	Jim writes: Please; can we have a character limit so bands don't submit 5-6 paragraphs?
Band Application & Select	<input type="checkbox"/>	Send "save the date" email for the band meeting	5/15/2022	5	Tom	
Band Application & Select	<input type="checkbox"/>	Band meeting	6/13/2022	6	Tom	Jim writes: Consider inviting Laurellie and photographers.
Band Application & Select	<input type="checkbox"/>	Receive lyrics from bands for interpreters	6/29/2022	6	Tom	

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<b>Advertising / Program</b>						
Advertising / Program	<input type="checkbox"/>	Update advertising package	11/19/2019	11	Gary	
Advertising / Program	<input type="checkbox"/>	Present updated advertising proposal to committee	11/20/2019	11	Gary	
Advertising / Program	<input type="checkbox"/>	Start selling advertising	12/15/2019	12	Gary	
Advertising / Program	<input type="checkbox"/>	Send advertising packages to prior & others via email	12/15/2019	12	Gary	
Advertising / Program	<input type="checkbox"/>	Committee to review list of advertisers to help.	2/16/2022	4	All	
Advertising / Program	<input type="checkbox"/>	Collect art and payments from sponsors	3/11/2022	3	Gary	
Advertising / Program	<input type="checkbox"/>	Get tshirt design for program	3/26/2022	3	Gary	
Advertising / Program	<input type="checkbox"/>	Get band descriptions	3/28/2022	3	Gary	
Advertising / Program	<input type="checkbox"/>	Art and payments - final due date	4/2/2022	4	Gary	
Advertising / Program	<input type="checkbox"/>	Send art to Charlie McGuire (graphic designer)	4/2/2022	4	Gary	
Advertising / Program	<input type="checkbox"/>	Develop draft of program	4/9/2022	4	Charlie McGuire	
Advertising / Program	<input type="checkbox"/>	Present draft program to committee	4/16/2022	4	Gary	
Advertising / Program	<input type="checkbox"/>	Provide edits to program	4/23/2022	4	Committee	
Advertising / Program	<input type="checkbox"/>	Final program layout	4/24/2022	4	Gary	
Advertising / Program	<input type="checkbox"/>	Send program to News Record for printing	4/25/2022	4	Gary	
Advertising / Program	<input type="checkbox"/>	Pick up programs	5/19/2022	5	Gary	
<b>Press</b>						
Press	<input type="checkbox"/>	Initial press release with band announcement	5/1/2022	5	Jim	

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<b>Beer Garden</b>						
Beer Garden	<input type="checkbox"/>	Confirm beer vendors	5/11/2022	5		
Beer Garden	<input type="checkbox"/>	Update website with current beer vendors	6/8/2022	6		
Beer Garden	<input type="checkbox"/>	Volunteer form to Elks	6/8/2022	6		
<b>Arts Vendors</b>						
Arts Vendors	<input type="checkbox"/>	Email arts vendors from prior years	3/11/2022	3	Katie	
Arts Vendors	<input type="checkbox"/>	Email possible vendors, identified during year	4/13/2022	4	Katie	
Arts Vendors	<input type="checkbox"/>	Open arts vendor application on site	4/13/2022	4	Katie	
Arts Vendors	<input type="checkbox"/>	Close arts vendor app on the site	5/30/2022	5	Katie	
Arts Vendors	<input type="checkbox"/>	Arts vendor payments due	6/2/2022	6	Katie	
Arts Vendors	<input type="checkbox"/>	Send contracts to vendors	6/11/2022	6	Katie	
Arts Vendors	<input type="checkbox"/>	Assign prelim spaces	6/25/2022	6	Katie	
Arts Vendors	<input type="checkbox"/>	Send liability forms	6/29/2022	6	Katie	
Arts Vendors	<input type="checkbox"/>	Write thank you notes to arts vendors	7/17/2022	7	Katie	
<b>Kids Zone</b>						
Kids Zone	<input type="checkbox"/>	Contact kids zone vendor	4/1/2022	4	Katie	
Kids Zone	<input type="checkbox"/>	Negotiate contract with vendor	5/1/2022	5	Katie / Tom	
Kids Zone	<input type="checkbox"/>	Get ride sizes from vendor	6/1/2022	6	Katie	



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## Printing and Signage

Printing and Signage	<input type="checkbox"/>	Provide tshirt design for all printing	4/13/2022	4	Kerry	
Printing and Signage	<input type="checkbox"/>	Inventory existing signs and banners	5/11/2022	5	Jim	
Printing and Signage	<input type="checkbox"/>	Identify signs / banners needed for this year	5/11/2022	5	All	
Printing and Signage	<input type="checkbox"/>	Paint over old signs	6/8/2022	6	Jim	
Printing and Signage	<input type="checkbox"/>	Order new signage	5/28/2022	5	Susan	
Printing and Signage	<input type="checkbox"/>	Print Vendor Maps	6/25/2022	6	Katie / Susan	
Printing and Signage	<input type="checkbox"/>	Print / laminate VIP Passes	6/25/2022	6	Tarquin	
Printing and Signage	<input type="checkbox"/>	Print Vehicle passes	6/25/2022	6	Susan	Jim can provide the official PDF to committee members to print.
Printing and Signage	<input type="checkbox"/>	Signs for Deaf Area	6/25/2022	6	Jim	Jim write: Jim will probably give to Laurille after 2022.

## Park Layout and Set up

Park Layout and Set up	<input type="checkbox"/>	Order port-a-johns	6/8/2022	6	Jamie	
Park Layout and Set up	<input type="checkbox"/>	Determine hand sanitizer stations	6/1/2022	6		
Park Layout and Set up	<input type="checkbox"/>	Obtain hand sanitizer and extra masks	6/8/2022	6	Susan	
Park Layout and Set up	<input type="checkbox"/>	Determine general park layout	4/13/2022	4	Tom	

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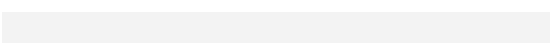
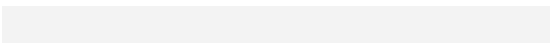
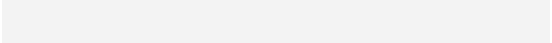
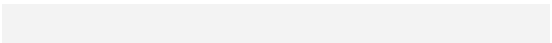
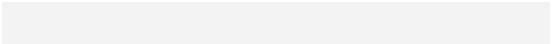
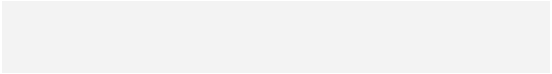
Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Park Layout and Set up	<input type="checkbox"/>	Determine number of arts and food vendors	4/13/2022	4	Katie / Kevin	
Park Layout and Set up	<input type="checkbox"/>	Determine prelim placement of Kids Zone	5/11/2022	5	Katie	
Park Layout and Set up	<input type="checkbox"/>	Walk the park	5/22/2022	5	All	
Park Layout and Set up	<input type="checkbox"/>	Determine number and placement of canopies	6/1/2022	6	Tom	
Park Layout and Set up	<input type="checkbox"/>	Develop final map layout	6/8/2022	6	All	

Critical Dates	Event
5/21/2022	Estimated Mayfest
5/30/2022	Memorial Day
<b>7/9/2022</b>	<b>M'stock</b>
7/10/2022	M'stock

Meeting Schedule	Date	Notes
December	12/8/2021	Cancelled
January	1/12/2022	
February	2/16/2022	
March	3/11/2022	
<b>April</b>	<b>4/13/2022</b>	
May	5/11/2022	
June	6/8/2022	
July		
August		
September		
October	10/13/2021	
November	11/10/2021	
		Skip

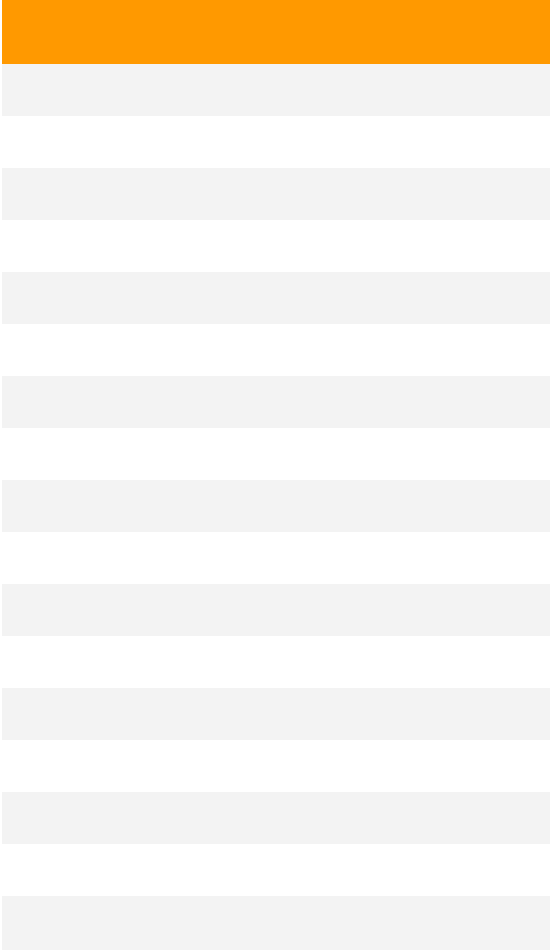
Critical Dates	Event
5/21/2022	Estimated Mayfest
5/30/2022	Memorial Day
7/9/2022	M'stock

Meeting Schedule	Date	Notes
December	12/8/2021	Cancelled
January	1/12/2022	
February	2/16/2022	
March	3/11/2022	
April	4/13/2022	



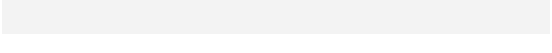
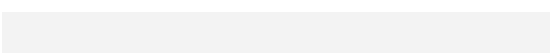
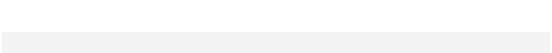
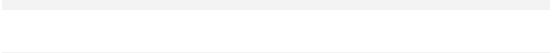
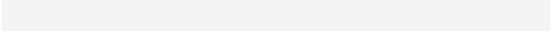
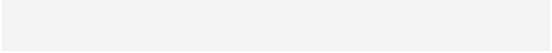
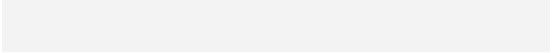
Critical Dates	Event
5/21/2022	Estimated Mayfest
5/30/2022	Memorial Day
<b>7/9/2022</b>	<b>M'stock</b>

Meeting Schedule	Date	Notes
December	12/8/2021	Cancelled
January	1/12/2022	
February	2/16/2022	
March	3/11/2022	
<b>April</b>	<b>4/13/2022</b>	



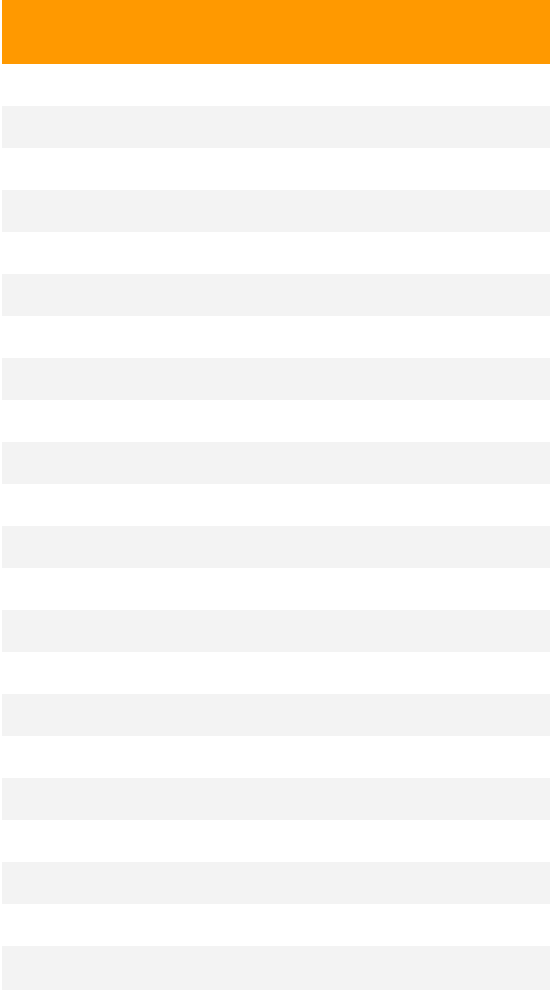
Critical Dates	Event
5/21/2022	Estimated Mayfest
5/30/2022	Memorial Day
7/9/2022	M'stock

Meeting Schedule	Date	Notes
December	12/8/2021	Cancelled
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February	2/16/2022	
March	3/11/2022	
April	4/13/2022	



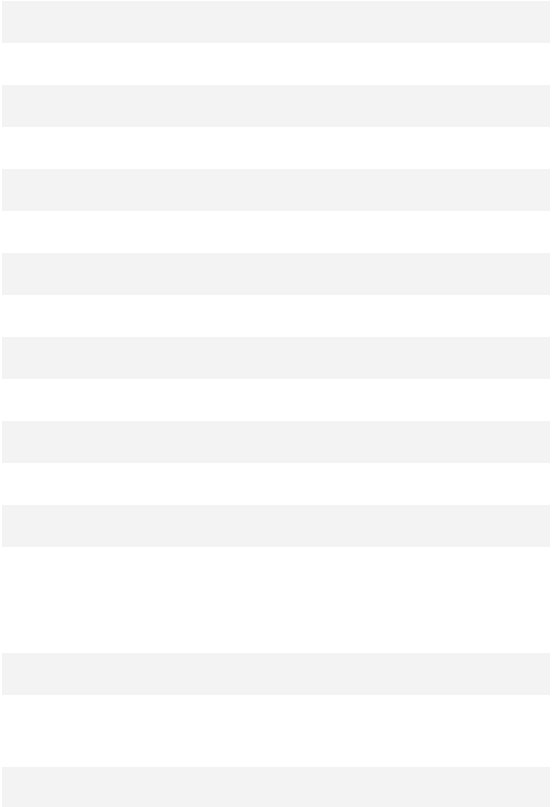
Critical Dates	Event
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5/30/2022	Memorial Day
<b>7/9/2022</b>	<b>M'stock</b>

Meeting Schedule	Date	Notes
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January	1/12/2022	
February	2/16/2022	
March	3/11/2022	
<b>April</b>	<b>4/13/2022</b>	



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5/30/2022	Memorial Day
7/9/2022	M'stock

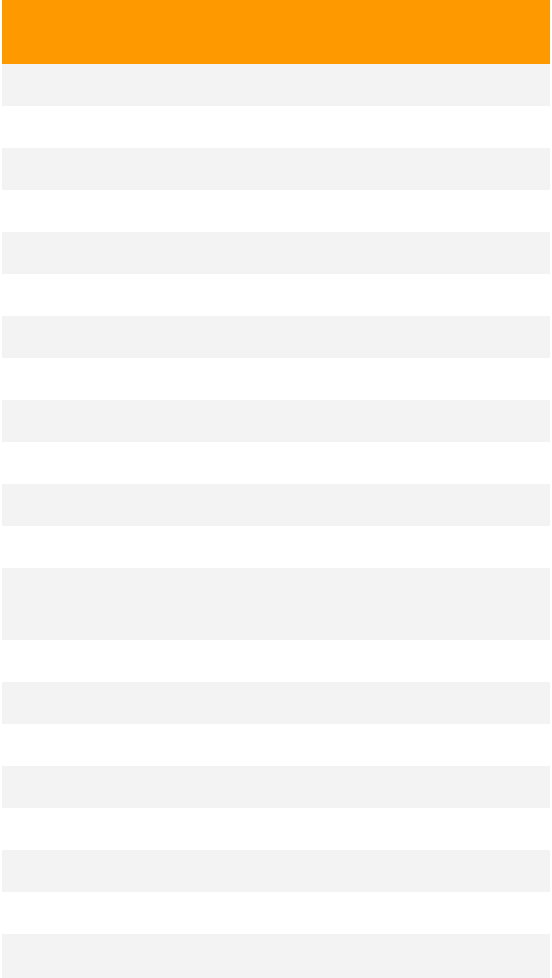
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February	2/16/2022	
March	3/11/2022	
April	4/13/2022	





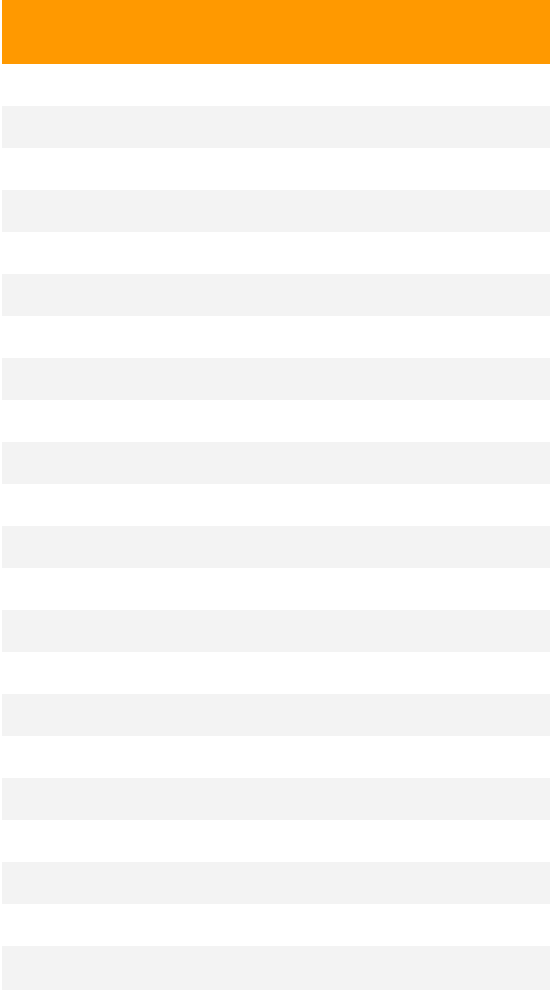
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Meeting Schedule	Date	Notes
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February	2/16/2022	
March	3/11/2022	
<b>April</b>	<b>4/13/2022</b>	



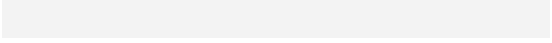
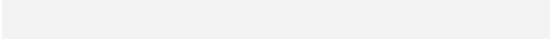
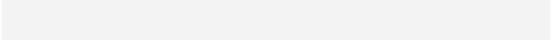
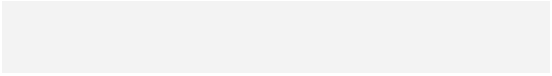
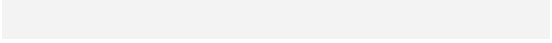
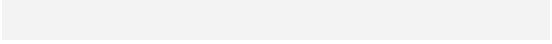
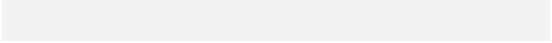
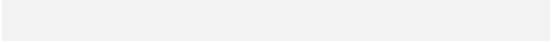
Critical Dates	Event
5/21/2022	Estimated Mayfest
5/30/2022	Memorial Day
<b>7/9/2022</b>	<b>M'stock</b>

Meeting Schedule	Date	Notes
December	12/8/2021	Cancelled
January	1/12/2022	
February	2/16/2022	
March	3/11/2022	
<b>April</b>	<b>4/13/2022</b>	



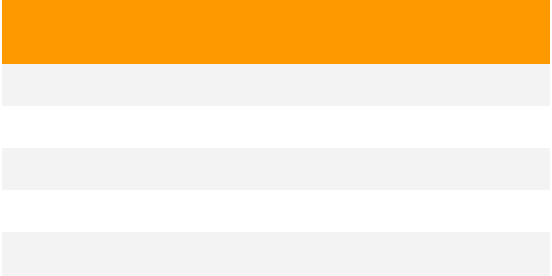
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# Maplewoodstock

Updated: May 22, 2022

Month Due	Task	Owner
1	Budget: Fiscal year	Tom
1	Budget: Set prelim budget	Tom
1	Website Maintenance: Refresh maplewoodstock.com website with new info	Jim
1	Website Maintenance: Update advertisers on website	Jim
1	Production Company: Get pricing on stage, lights, front	Tarquin
1	Merchandise: Identify possible designers	Kerry
1	Band Application & Selection: Launch band application on website	Jim
1	Headliners: Prelim decisions	Tarquin
1	Headliners: Talk to agents on availability, cost, routing	Tarquin
2	Merchandise: Select designers	Kerry
2	Merchandise: Share design progress	Kerry
2	Band Application & Selection: Schedule listening committee meeting	Tom
2	Headliners: Recirculate to the team	Tarquin
3	Budget: Set budget for bands	Tom
3	Budget: Set final budget	Tom
3	Adminstration: Obtain approval for Beer Garden at Town Council meeting	Tom
3	Adminstration: Department Head meeting	Tom
3	Headliners: Get signed contracts from headliners	Tarquin
3	Band Application & Selection: Close band applications on website	Jim
3	Band Application & Selection: Create band summary doc	Jim
3	Band Application & Selection: Zip MP3 files	Jim
3	Band Application & Selection: Hold listening committee meeting	Tom
3	Band Application & Selection: Complete band decisions	Tom
3	Band Application & Selection: Build band schedule	Tom
3	Band Application & Selection: Send congratulation letters	Tom
3	Band Application & Selection: Send "thank you for applying" letters	Tom
3	Band Application & Selection: Band responses due	Tom

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5/30/2022	Memorial Day
7/9/2022	M'stock
7/10/2022	M'stock

3	Band Application & Selection: Local bands confirmed	Tom
3	Advertising / Program: Collect art and payments from sponsors	Gary
3	Advertising / Program: Get tshirt design for program	Gary
3	Advertising / Program: Get band descriptions	Gary
3	Arts Vendors: Email arts vendors from prior years	Katie
3	Band Application & Selection: Share summary and MP3 files with listening cor	Jim
4	Production Company: Compare bids	Tom
4	Adminstration: File for Event Permit	Jamie / Tom
4	Adminstration: Apply for Mayfest	Kerry
4	Adminstration: Apply for Liquor license for beer garden	Tom
4	Adminstration: Town Council at Committee Meeting	
4	Adminstration: Schedule follow up meeting with Chief DuVaul	Tom
4	Adminstration: Schedule follow up meeting with DPW	Tom
4	Adminstration: Schedule follow up meetingwith MWFD	Tom
4	Production Company: Review headliner band riders	Tarquin
4	Production Company: Agreement on headliner riders	Tarquin
4	Merchandise: Assemble order & send to printer	Kerry
4	Merchandise: Confirm colors, sizes and styles with printer	Kerry
4	Merchandise: Submit order to printer	Kerry
4	Merchandise: Order lawn signs	Kerry
4	Merchandise: Provide design to Program	Kerry
4	Advertising / Program: Committee to review list of advertisers to help.	All
4	Advertising / Program: Art and payments - final due date	Gary
4	Advertising / Program: Send art to Charlie McGuire (graphic designer)	Gary
4	Advertising / Program: Develop draft of program	Charlie McGuire
4	Advertising / Program: Present draft program to committee	Gary
4	Advertising / Program: Provide edits to program	Committee
4	Advertising / Program: Final program layout	Gary
4	Advertising / Program: Send program to News Record for printing	Gary
4	Arts Vendors: Email possible vendors, identified during year	Katie
4	Arts Vendors: Open arts vendor application on site	Katie
4	Printing and Signage: Provide tshirt design for all printing	Kerry
4	Park Layout and Set up: Determine general park layout	Tom

4	Park Layout and Set up: Determine number of arts and food vendors	Katie / Kevin
4	Headliners: Review riders	Tarquin
4	Kids Zone: Contact zids zone vendor	Katie
5	Adminstration: Obtain event liability insurance	Tom
5	Headliners: Finalize riders	Tarquin
5	Headliners: Provide rider details to production company	Tarquin
5	Production Company: Price backline with production company	Tarquin
5	Merchandise: Presentation of final designs	Kerry
5	Merchandise: Expected tshirt arrival date	Kerry
5	Merchandise: Shirt folding	Kerry
5	Merchandise: Post design to website	Jim
5	Volunteers: Identify volunteers for Mayfest	Kerry
5	Volunteers: Develop schedule for Mayfest	Kerry
5	Volunteers: Identify volunteers for Duck Races	Kerry
5	Volunteers: Develop Schedule for Duck Races	Kerry
5	Volunteers: Contact Laurellie Jacobs for sign language interpreters	Jim
4	Band Application & Selection: Collect band info for press release and program	Tom
5	Band Application & Selection: Send "save the date" email for the band meetin	Tom
5	Advertising / Program: Pick up programs	Gary
5	Press : Initial press release with band announcement	Jim
5	Arts Vendors: Close arts vendor app on the site	Katie
5	Printing and Signage: Inventory existing signs and banners	Jim
5	Printing and Signage: Identify signs / banners needed for this year	All
5	Printing and Signage: Order new signage	Susan
5	Park Layout and Set up: Walk the park	All
5	Beer Garden: Confirm beer vendors	
5	Volunteers: Determine schedule of sales for 2022	Kerry
5	Merchandise: Determine how to manage crowds at merch tent	Kerry
5	Kids Zone: Negotiate contract with vendor	Katie / Tom
6	Website Maintenance: Update "map of the event" on the website	Jim
6	Volunteers: Determine inventory of needed volunteers for the weekend	Kerry
6	Park Layout and Set up: Determine hand sanitizer stations	
6	Adminstration: Reach out to SOMA Two Towns re: Senior Tent	Tom

6	Adminstration: Reach out to Laurellie to confirm	Tom
6	Budget: Issue public appeal for funds	Tom
6	Production Company: Work with production co to reduce costs	Tarquin
6	Production Company: Review proposal with road managers	Tarquin
6	Production Company: Lock in the back line	Tarquin
6	Merchandise: Order any additional merch	Kerry
6	Volunteers: Identify volunteers for street sales: (date)	Kerry
6	Volunteers: Identify volunteers for street sales: (date)	Kerry
6	Volunteers: Identify volunteers for street sales: (date)	Kerry
6	Volunteers: Identify volunteers for street sales: (date)	Kerry
6	Band Application & Selection: Determine number of band slots, based on hear	Tom
6	Band Application & Selection: Band meeting	Tom
6	Band Application & Selection: Receive lyrics from bands for interpreters	Tom
6	Arts Vendors: Arts vendor payments due	Katie
6	Arts Vendors: Send contracts to vendors	Katie
6	Arts Vendors: Assign prelim spaces	Katie
6	Arts Vendors: Send liability forms	Katie
6	Printing and Signage: Paint over old signs	Jim
6	Printing and Signage: Print Vendor Maps	Katie / Susan
6	Printing and Signage: Print / laminate VIP Passes	Tarquin
6	Printing and Signage: Print Vehicle passes	Susan
6	Printing and Signage: Signs for Deaf Area	Jim
6	Park Layout and Set up: Order port-a-johns	Jamie
6	Park Layout and Set up: Develop final map layout	All
6	Beer Garden: Updare website with current beer vendors	
6	Beer Garden: Volunteer form to Elks	
6	Park Layout and Set up: Obtain hand sanitizer and extra masks	Susan
6	Kids Zone: Get ride sizes from vendor	Katie
7	Arts Vendors: Write thank you notes to arts vendors	Katie
11	Headliners: Review running list and agent recommendations	Tarquin
11	Advertising / Program: Update advertising package	Gary
11	Advertising / Program: Present updated advertising proposal to committee	Gary
12	Headliners: Develop list of top choices	Tarquin



- |    |  |         |
|----|--|---------|
| 12 | Headliners: Propose top choices with costs                                   | Tarquin |
| 12 | Headliners: Feedback from committee  | Tarquin |
| 12 | Advertising / Program: Start selling advertising                             | Gary    |
| 12 | Advertising / Program: Send advertising packages to prior & others via email | Gary    |

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July	7/6/2022	
August		
September		
October		
November		









Meeting Schedule	2020
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
September	9/9/2020
October	10/14/2020
November	11/11/2020
December	12/9/2020

Assigned To
TBD
Tom
Gary
Kevin
Jim
Tarquin
Jamie
Katie
Kerry
Susan