

Maplewoodstock - 2023

Task List - *Tom*

SORT BY TASK				
Workstream	Description	Due Date	Assigned to	
Adminstration	Obtain approval for Beer Garden at Town Council meeting	3/8/2023	Tom	
Adminstration	Schedule Dept Meeting with Town	3/8/2023	Tom	
Adminstration	Department Head meeting	3/8/2023	Tom	
Adminstration	File for Event Permit	4/12/2023	Tom	
Adminstration	Apply for Liquor license for beer garden	4/12/2023	Tom	
Adminstration	Town Council at Committee Meeting	4/12/2023	Tom	
Adminstration	Schedule follow up meeting with Chief DuVaul	4/12/2023	Tom	
Adminstration	Schedule follow up meeting with DPW	4/12/2023	Tom	
Adminstration	Schedule follow up meetingwith MWFD	4/12/2023	Tom	
Adminstration	Obtain event liability insurance	5/10/2023	Tom	
Adminstration	Reach out to SOMA Two Towns re: Senior Tent	6/14/2023	Tom	
Adminstration	Reach out to Laurellie to confirm	6/14/2023	Tom	
Band Application & Selection	Schedule listening committee meeting	2/23/2023	Tom	
Band Application & Selection	Determine number of band slots, based on headliners	3/1/2023	Tom	
Band Application & Selection	Hold listening committee meeting	3/18/2023	Tom	
Band Application & Selection	Complete band decisions	3/19/2023	Tom	
Band Application & Selection	Build band schedule	3/19/2023	Tom	
Band Application & Selection	Send congratulation letters	3/19/2023	Tom	
Band Application & Selection	Send "thank you for applying" letters	3/19/2023	Tom	
Band Application & Selection	Band responses due	3/26/2023	Tom	
Band Application & Selection	Local bands confirmed	3/27/2023	Tom	
Band Application & Selection	Collect band info for press release and program	4/30/2023	Tom	
Band Application & Selection	Send "save the date" email for the band meeting	5/15/2023	Tom	
Band Application & Selection	Band meeting	6/15/2023	Tom	
Band Application & Selection	Receive lyrics from bands for interpreters	6/28/2023	Tom	
Budget	Fiscal year	1/11/2023	Tom	
Budget	Set prelim budget	1/11/2023	Tom	
Budget	Set budget for bands	3/8/2023	Tom	
Budget	Set final budget	3/8/2023	Tom	
Budget	Issue public appeal for funds	6/14/2023	Tom	
Park Layout and Set up	Determine general park layout	4/12/2023	Tom	
Production Company	Every 3 years, put event out to bid	1/1/2023	Tom	
Production Company	Compare bids	4/1/2023	Tom	

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