

Status Tracker

Tuesday, February 20, 2024

2

Due This Month: 5

Overdue: 10

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
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Adminstration

Budget	<input type="checkbox"/>	Fiscal year	12/15/2023	1	Tom	Nov 1 to Oct 31
Budget	<input type="checkbox"/>	Set prelim budget	1/22/2024	1	Tom	
Budget	<input type="checkbox"/>	Set budget for bands	3/13/2024	3	Tom	
Budget	<input type="checkbox"/>	Set final budget	3/13/2024	3	Tom	
Adminstration	<input type="checkbox"/>	File for Event Permit	4/10/2024	4	Jamie / Tom	
Adminstration	<input type="checkbox"/>	Apply for Mayfest	4/10/2024	4		(jamie)
Adminstration	<input type="checkbox"/>	Apply for Liquor license for beer garden	4/10/2024	4	Tom	
Adminstration	<input type="checkbox"/>	Obtain event liability insurance	5/8/2024	5	Tom	
Adminstration	<input type="checkbox"/>	Town Council at Committee Meeting	4/10/2024	4		on request
Adminstration	<input type="checkbox"/>	Obtain approval for Beer Garden at Town Council m	3/13/2024	3	Tom	
Adminstration	<input type="checkbox"/>	Schedule Dept Meeting with Town	3/13/2024	3	Tom	
Adminstration	<input type="checkbox"/>	Department Head meeting	3/13/2024	3	Tom	
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with Chief DuVaul	4/10/2024	4	Tom	
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with DPW	4/10/2024	4	Tom	
Adminstration	<input type="checkbox"/>	Schedule follow up meetingwith MWFD	4/10/2024	4	Tom	

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Administration	<input type="checkbox"/>	Reach out to SOMA Two Towns re: Senior Tent	6/12/2024	6	Tom	
Administration	<input type="checkbox"/>	Reach out to Laurellie to confirm	6/12/2024	6	Tom	
Budget	<input type="checkbox"/>	Issue public appeal for funds	6/12/2024	6	Tom	
Website Maintenance						
Website Maintenance	<input type="checkbox"/>	Refresh maplewoodstock.com website with new inf	1/22/2024	1	Jim	
Website Maintenance	<input type="checkbox"/>	Update advertisers on website	1/22/2024	1	Jim	
Website Maintenance	<input type="checkbox"/>	Update "map of the event" on the website	6/12/2024	6	Jim	
Website Maintenance	<input type="checkbox"/>	Renew maplewoodstock.com domain Cheap-Domai	5/8/2024	5	Jim	
Headliners						
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	12/15/2023	12	Tarquin	
Headliners	<input type="checkbox"/>	Prelim decisions	1/22/2024	1	Tarquin	
Headliners	<input type="checkbox"/>	Talk to agents on availability, cost, routing	1/29/2024	1	Tarquin	
Headliners	<input type="checkbox"/>	Recirculate to the team	2/13/2024	2	Tarquin	
Headliners	<input type="checkbox"/>	Get signed contracts from headliners	3/13/2024	3	Tarquin	
Headliners	<input type="checkbox"/>	Review riders	3/27/2024	3	Tarquin	
Headliners	<input type="checkbox"/>	Finalize riders	4/17/2024	4	Tarquin	
Headliners	<input type="checkbox"/>	Provide rider details to production company	5/8/2024	5	Tarquin	

Production Company

Production Company	<input type="checkbox"/>	Every 3 years, put event out to bid	1/1/2023	1	Tom	
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Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Production Company	<input type="checkbox"/>	Compare bids		12	Tom	By March
Production Company	<input type="checkbox"/>	Get pricing on stage, lights, front	1/15/2024	1	Tarquin	
Production Company	<input type="checkbox"/>	Review headliner band riders	4/10/2024	4	Tarquin	
Production Company	<input type="checkbox"/>	Agreement on headliner riders	4/10/2024	4	Tarquin	
Production Company	<input type="checkbox"/>	Price backline with production company	5/8/2024	5	Tarquin	
Production Company	<input type="checkbox"/>	Work with production co to reduce costs	6/12/2024	6	Tarquin	
Production Company	<input type="checkbox"/>	Review proposal with road managers	6/12/2024	6	Tarquin	
Production Company	<input type="checkbox"/>	Lock in the back line	6/13/2024	6	Tarquin	

Merchandise

Merchandise	<input type="checkbox"/>	Identify possible designers	1/20/2024	1	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Select designers	2/10/2024	2	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Share design progress	2/24/2024	2	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Presentation of final designs	3/13/2024	3	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Assemble order & send to printer	3/31/2024	3	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Confirm colors, sizes and styles with printer	4/14/2024	4	jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Submit order to printer	4/14/2024	4	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Order any additional merch	6/13/2024	6	Jamie / Tarquin	

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Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Merchandise	<input type="checkbox"/>	Expected tshirt arrival date	5/5/2024	5	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Shirt folding	5/12/2024	5	all	
Merchandise	<input type="checkbox"/>	Order lawn signs	4/10/2024	4	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Provide design to Program	4/4/2024	4	Jamie	
Merchandise	<input type="checkbox"/>	Post design to website	5/8/2024	5	Jim	
Merchandise	<input type="checkbox"/>	Determine how to manage crowds at merch tent	5/8/2024	5		Do we ned the gates to make lines?

Volunteers						
Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Volunteers	<input type="checkbox"/>	Create volunteer form for advance signatures from volunteers			Tom	No longer needed
Volunteers	<input type="checkbox"/>	Identify volunteers for Mayfest	5/8/2024	5		
Volunteers	<input type="checkbox"/>	Develop schedule for Mayfest	5/15/2024	5		
Volunteers	<input type="checkbox"/>	Identify volunteers for Duck Races	5/13/2024	5		
Volunteers	<input type="checkbox"/>	Develop Schedule for Duck Races	5/20/2024	5		
Volunteers	<input type="checkbox"/>	Determine schedule of sales for 2024	5/22/2024	5		
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2024	6		
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2024	6		
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2024	6		
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2024	6		

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Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Volunteers	<input type="checkbox"/>	Determine inventory of needed volunteers for the v	6/1/2024	6		
Volunteers	<input type="checkbox"/>	Contact Laurellie Jacobs for sign language interpret	6/1/2024	6	Jim	
Volunteers	<input type="checkbox"/>	Contact Tom and Marshia re stage banners	6/1/2024	6	Jim	

Band Application & Selection

Band Application & Select	<input type="checkbox"/>	Launch band application on website	1/29/2024	1	Jim	
Band Application & Select	<input type="checkbox"/>	Close band applications on website	3/1/2024	3	Jim	
Band Application & Select	<input type="checkbox"/>	Create band summary doc	3/8/2024	3	Jim	
Band Application & Select	<input type="checkbox"/>	Zip MP3 files	3/8/2024	3	Jim	
Band Application & Select	<input type="checkbox"/>	Share summary and MP3 files with listening commit	3/8/2024	3	Jim	
Band Application & Select	<input type="checkbox"/>	Schedule listening committee meeting	2/29/2024	2	Tom	
Band Application & Select	<input type="checkbox"/>	Determine number of band slots, based on headlin	3/8/2024	3	Tom	
Band Application & Select	<input type="checkbox"/>	Hold listening committee meeting	3/23/2024	3	Tom	
Band Application & Select	<input type="checkbox"/>	Complete band decisions	3/24/2024	3	Tom	
Band Application & Select	<input type="checkbox"/>	Build band schedule	3/24/2024	3	Tom	
Band Application & Select	<input type="checkbox"/>	Send congratulation letters	3/24/2024	3	Tom	
Band Application & Select	<input type="checkbox"/>	Send "thank you for applying" letters	3/24/2024	3	Tom	
Band Application & Select	<input type="checkbox"/>	Band responses due	3/31/2024	3	Tom	
Band Application & Select	<input type="checkbox"/>	Local bands confirmed	4/1/2024	4	Tom	
Band Application & Select	<input type="checkbox"/>	Collect band info for press release and program	4/17/2024	4	Tom	
Band Application & Select	<input type="checkbox"/>	Send "save the date" email for the band meeting	5/8/2024	5	Tom	

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Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Band Application & Select	<input type="checkbox"/>	Band meeting	6/15/2024	6	Tom	Remember to include Laurellie and photographers.
Band Application & Select	<input type="checkbox"/>	Receive lyrics from bands for interpreters	7/3/2024	7	Tom	
Advertising / Program						
Advertising / Program	<input checked="" type="checkbox"/>	Update advertising package	11/15/2024	11	Gary	
Advertising / Program	<input checked="" type="checkbox"/>	Present updated advertising proposal to committee	11/15/2024	11	Gary	
Advertising / Program	<input checked="" type="checkbox"/>	Start selling advertising	12/15/2024	12	Gary	
Advertising / Program	<input checked="" type="checkbox"/>	Send advertising packages to prior & others via email	12/15/2024	12	Gary	
Advertising / Program	<input checked="" type="checkbox"/>	Committee to review list of advertisers to help.	2/13/2024	4	All	
Advertising / Program	<input type="checkbox"/>	Collect art and payments from sponsors	3/15/2024	3	Gary	
Advertising / Program	<input type="checkbox"/>	Get tshirt design for program	3/24/2024	3	Gary	
Advertising / Program	<input type="checkbox"/>	Get band descriptions	4/1/2024	4	Gary	
Advertising / Program	<input type="checkbox"/>	Art and payments - final due date	3/31/2024	3	Gary	
Advertising / Program	<input type="checkbox"/>	Send art to Charlie McGuire (graphic designer)	3/31/2024	3	Gary	
Advertising / Program	<input type="checkbox"/>	Develop draft of program	4/7/2024	4	Charlie McGuire	
Advertising / Program	<input type="checkbox"/>	Present draft program to committee	4/14/2024	4	Gary	
Advertising / Program	<input type="checkbox"/>	Provide edits to program	4/21/2024	4	Committee	
Advertising / Program	<input type="checkbox"/>	Final program layout	4/22/2024	4	Gary	
Advertising / Program	<input type="checkbox"/>	Send program to News Record for printing	4/23/2024	4	Gary	

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Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Advertising / Program	<input type="checkbox"/>	Pick up programs	5/17/2024	5	Gary	
Press						
Press	<input type="checkbox"/>	Initial press release with band announcement	5/1/2024	5	Jim	
Beer Garden						
Beer Garden	<input type="checkbox"/>	Confirm beer vendors	6/1/2024	6		
Beer Garden	<input type="checkbox"/>	Updare website with current beer vendors	6/1/2024	6		
Beer Garden	<input type="checkbox"/>	Volunteer form to Elks	6/8/2024	6		
Arts Vendors						
Arts Vendors	<input type="checkbox"/>	Email arts vendors from prior years	2/10/2024	2		
Arts Vendors	<input type="checkbox"/>	Email possible vendors, identified during year	3/3/2024	3		
Arts Vendors	<input type="checkbox"/>	Open arts vendor application on site	3/1/2024	3		
Arts Vendors	<input type="checkbox"/>	Close arts vendor app on the site	5/27/2024	5		
Arts Vendors	<input type="checkbox"/>	Arts vendor payments due	5/30/2024	5		
Arts Vendors	<input type="checkbox"/>	Send contracts to vendors	6/15/2024	6		
Arts Vendors	<input type="checkbox"/>	Assign prelim spaces	6/15/2024	6		
Arts Vendors	<input type="checkbox"/>	Send liability forms	7/3/2024	7		
Arts Vendors	<input type="checkbox"/>	Write thank you notes to arts vendors	7/21/2024	7		

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Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Kids Zone						
Kids Zone	<input type="checkbox"/>	Contact zids zone vendor	3/1/2024	3		
Kids Zone	<input type="checkbox"/>	Negotiate contract with vendor	4/1/2024	4		
Kids Zone	<input type="checkbox"/>	Get ride sizes from vendor	4/15/2024	4		
Printing and Signage						
Printing and Signage	<input type="checkbox"/>	Provide tshirt design for all printing	4/1/2024	4	Tarquin/Jamie	
Printing and Signage	<input type="checkbox"/>	Inventory existing signs and banners	5/1/2024	5	Jim	
Printing and Signage	<input type="checkbox"/>	Identify signs / banners needed for this year	5/15/2024	5	All	
Printing and Signage	<input type="checkbox"/>	Paint over old signs	6/15/2024	6	Jim	
Printing and Signage	<input type="checkbox"/>	Order new signage	6/1/2024	6	Susan	
Printing and Signage	<input type="checkbox"/>	Print Vendor Maps	6/1/2024	6	Katie / Susan	
Printing and Signage	<input type="checkbox"/>	Print / laminate VIP Passes	6/29/2024	6	Tarquin	
Printing and Signage	<input type="checkbox"/>	Print Vehicle passes	6/29/2024	6	Susan	Jim can provide the official PDF to committee members to print.
Printing and Signage	<input type="checkbox"/>	Signs for Deaf Area	6/29/2024	6	Jim	
Park Layout and Set up						
Park Layout and Set up	<input type="checkbox"/>	Order port-a-johns	5/1/2024	5	Jamie	
Park Layout and Set up	<input type="checkbox"/>	Determine hand sanitizer stations	6/1/2024	6		If we will use them

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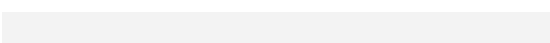
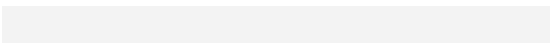
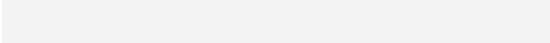
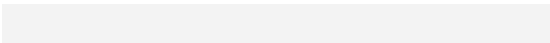
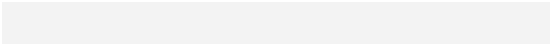
Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Park Layout and Set up	<input type="checkbox"/>	Obtain hand sanitizer and extra masks		#VALUE!		
Park Layout and Set up	<input type="checkbox"/>	Determine general park layout	4/15/2024	4	Tom	
Park Layout and Set up	<input type="checkbox"/>	Determine number of arts and food vendors	3/1/2024	3	Kevin / Tom	
Park Layout and Set up	<input type="checkbox"/>	Determine prelim placement of Kids Zone	3/1/2024	3		
Park Layout and Set up	<input type="checkbox"/>	Walk the park	5/15/2024	5	All	we need to walk the park in late winter(mid march would be best)
Park Layout and Set up	<input type="checkbox"/>	Determine number and placement of canopies	6/1/2024	6	Brad	
Park Layout and Set up	<input type="checkbox"/>	Develop final map layout	6/8/2024	6	All	Need sooner if printing in program
Food	<input type="checkbox"/>	application goes out	3/1/24		Kevin	
Food	<input type="checkbox"/>	application ends	5/25/2024		Kevin	
Food	<input type="checkbox"/>	vendor health department permit due	5/25/2024		Kevin	
Food	<input type="checkbox"/>	vendor fire department permit due	5/25/2024		Kevin	
Food	<input type="checkbox"/>	vendor layout due	6/1/2024		Kevin	

Critical Dates	Event
5/19/2024	Mayfest
5/27/2024	Memorial Day
7/13/2024	M'stock
7/14/2024	M'stock

Meeting Schedule	Date	Notes
December	12/15/2023	Cancelled
January	1/22/2024	
February	2/13/2024	
March	3/13/2024	
April	4/10/2024	
May	5/8/2024	
June	6/12/2024	
July		
August		
September		
October		
November		
		Skip

Critical Dates	Event
5/19/2024	Mayfest
5/27/2024	Memorial Day
7/13/2024	M'stock

Meeting Schedule	Date	Notes
December	12/15/2023	Cancelled
January	1/22/2024	
February	2/13/2024	
March	3/13/2024	
April	4/10/2024	

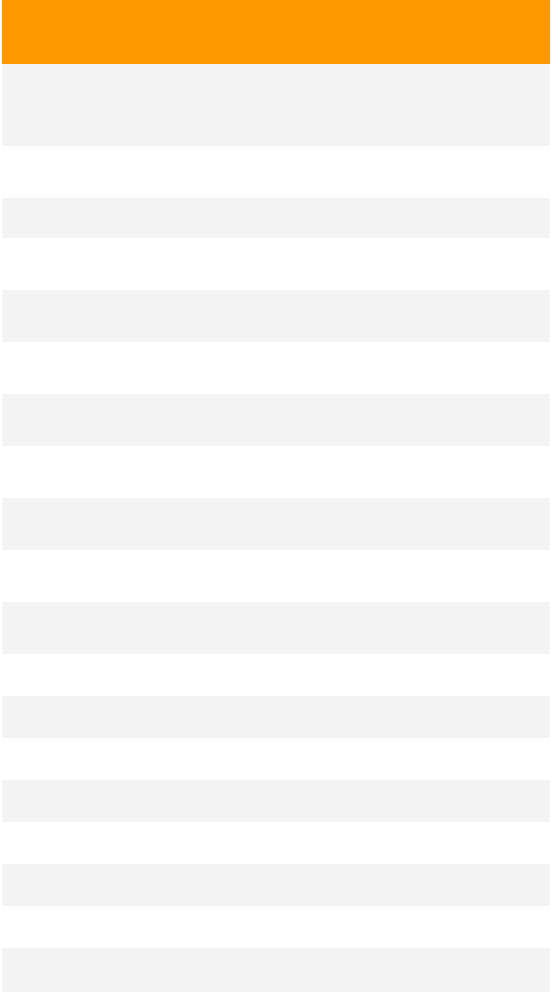


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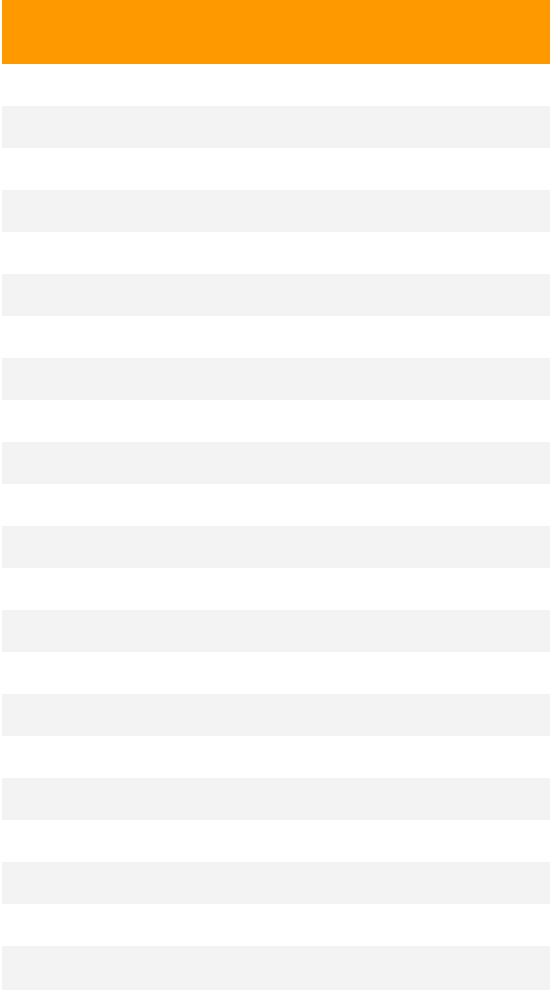
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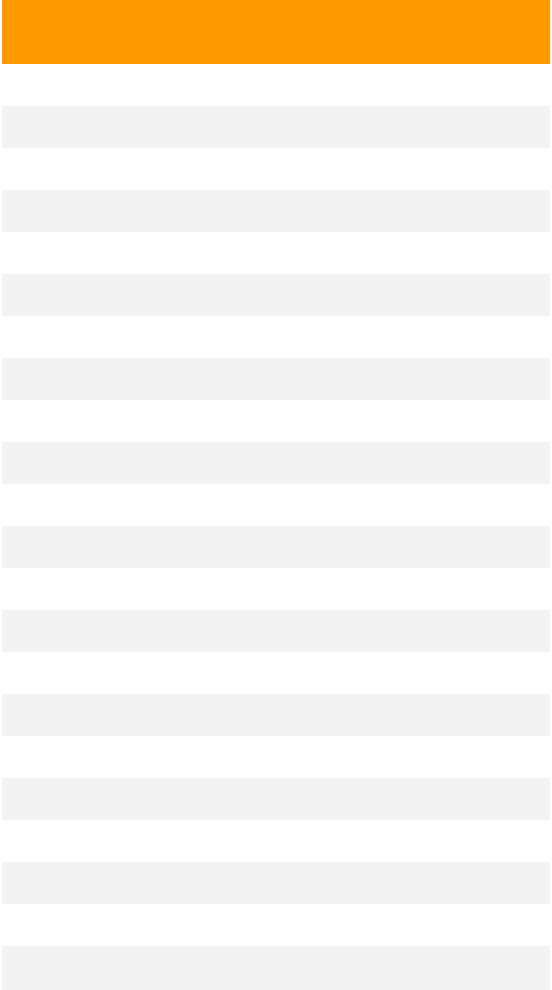
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Meeting Schedule	Date	Notes
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February	2/13/2024	
March	3/13/2024	
April	4/10/2024	



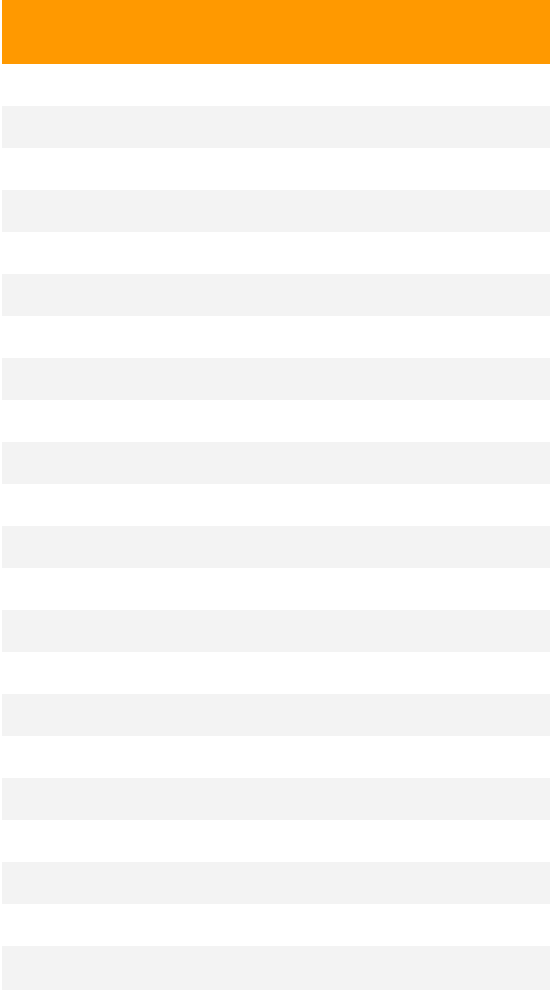
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Meeting Schedule	Date	Notes
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January	1/22/2024	
February	2/13/2024	
March	3/13/2024	
April	4/10/2024	



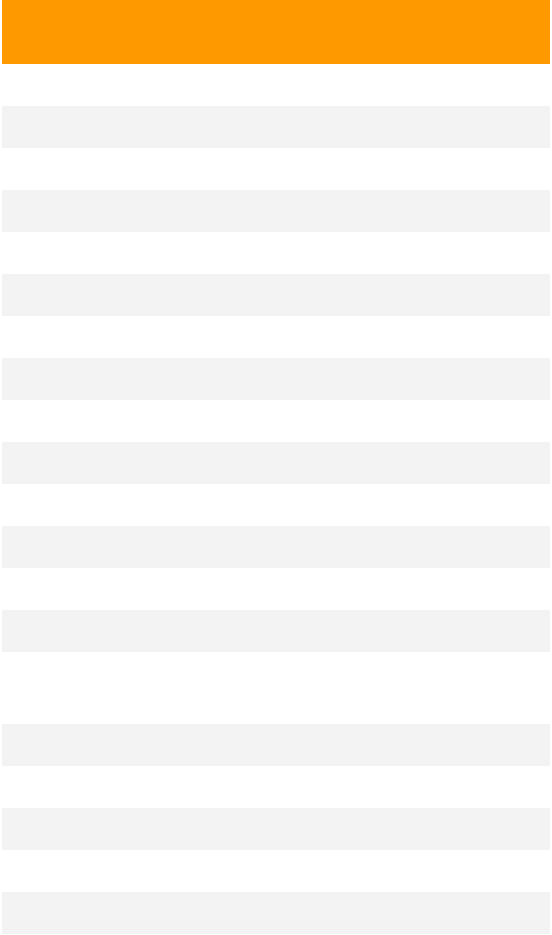
Critical Dates	Event
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Meeting Schedule	Date	Notes
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January	1/22/2024	
February	2/13/2024	
March	3/13/2024	
April	4/10/2024	



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Meeting Schedule	Date	Notes
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Critical Dates	Event
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Meeting Schedule	Date	Notes
December	12/15/2023	Cancelled
January	1/22/2024	
February	2/13/2024	
March	3/13/2024	
April	4/10/2024	



Maplewoodstock

Updated: February 20, 2024

Month Due	Task	Owner	2023 status
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		
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	Jamie	
2	Merchandise: Share design progress	Jamie	
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	

Critical Dates	Event
5/14/2023	Mayfest
5/29/2023	Memorial Day
7/8/2023	M'stock
7/9/2023	M'stock

4	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
4	Advertising / Program: Get band descriptions	Gary
2	Arts Vendors: Email arts vendors from prior years	
3	Band Application & Selection: Share summary and MP3 files with listening cor	Jim
12	Production Company: Compare bids	Tom
4	Adminstration: File for Event Permit	Jamie / Tom
4	Adminstration: Apply for Mayfest	
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
3	Merchandise: Assemble order & send to printer	
4	Merchandise: Confirm colors, sizes and styles with printer	
4	Merchandise: Submit order to printer	
4	Merchandise: Order lawn signs	
4	Merchandise: Provide design to Program	
4	Advertising / Program: Committee to review list of advertisers to help.	All
3	Advertising / Program: Art and payments - final due date	Gary
3	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
3	Arts Vendors: Email possible vendors, identified during year	
3	Arts Vendors: Open arts vendor application on site	
4	Printing and Signage: Provide tshirt design for all printing	
4	Park Layout and Set up: Determine general park layout	Tom

3	Park Layout and Set up: Determine number of arts and food vendors	Kevin / Tom
3	Headliners: Review riders	Tarquin
3	Kids Zone: Contact zids zone vendor	
5	Adminstration: Obtain event liability insurance	Tom
4	Headliners: Finalize riders	Tarquin
5	Headliners: Provide rider details to production company	Tarquin
5	Production Company: Price backline with production company	Tarquin
3	Merchandise: Presentation of final designs	
5	Merchandise: Expected tshirt arrival date	
5	Merchandise: Shirt folding	
5	Merchandise: Post design to website	Jim
5	Volunteers: Identify volunteers for Mayfest	Susan
5	Volunteers: Develop schedule for Mayfest	Susan
5	Volunteers: Identify volunteers for Duck Races	Susan
5	Volunteers: Develop Schedule for Duck Races	susan
6	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	
5	Printing and Signage: Inventory existing signs and banners	Jim
5	Printing and Signage: Identify signs / banners needed for this year	All
6	Printing and Signage: Order new signage	Susan
5	Park Layout and Set up: Walk the park	All
6	Beer Garden: Confirm beer vendors	
5	Volunteers: Determine schedule of sales for 2024	Susan
5	Merchandise: Determine how to manage crowds at merch tent	Susan
4	Kids Zone: Negotiate contract with vendor	
6	Website Maintenance: Update "map of the event" on the website	Jim
6	Volunteers: Determine inventory of needed volunteers for the weekend	Susan
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	
6	Volunteers: Identify volunteers for street sales: (date)	Susan
6	Volunteers: Identify volunteers for street sales: (date)	Susan
6	Volunteers: Identify volunteers for street sales: (date)	Susan
6	Volunteers: Identify volunteers for street sales: (date)	Susan
3	Band Application & Selection: Determine number of band slots, based on hear	Tom
6	Band Application & Selection: Band meeting	Tom
7	Band Application & Selection: Receive lyrics from bands for interpreters	Tom
5	Arts Vendors: Arts vendor payments due	
6	Arts Vendors: Send contracts to vendors	
6	Arts Vendors: Assign prelim spaces	
7	Arts Vendors: Send liability forms	
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
5	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	
#VALUE!	Park Layout and Set up: Obtain hand sanitizer and extra masks	
4	Kids Zone: Get ride sizes from vendor	
7	Arts Vendors: Write thank you notes to arts vendors	
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

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| 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 |

Kevin
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Kevin

Meeting Schedule	Date	Notes
January	1/11/2023	
February	2/8/2023	
March	3/8/2023	
April	4/12/2023	
May	5/10/2023	
June	6/14/2023	
July	TBD	
August	8/9/2023	
September	9/13/2023	
October	10/11/2023	
November	11/8/2023	
December	12/13/2023	

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