

Status Tracker

Friday, December 27, 2024

12

Due This Month: 9

Overdue: 125

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
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Adminstration

Budget	<input type="checkbox"/>	Fiscal year	12/10/2024	1	Brad	Nov 1 to Oct 31
Budget	<input type="checkbox"/>	Set prelim budget	1/8/2025	1	Brad	
Budget	<input type="checkbox"/>	Set budget for bands	3/12/2025	3	Brad	
Budget	<input type="checkbox"/>	Set final budget	3/12/2025	3	Brad	
Adminstration	<input type="checkbox"/>	File for Event Permit	4/9/2025	4	Brad	
Adminstration	<input type="checkbox"/>	Apply for Mayfest	3/12/2025	3	Susan	
Adminstration	<input type="checkbox"/>	Apply for Liquor license for beer garden	4/9/2025	4	Brad	
Adminstration	<input type="checkbox"/>	Obtain event liability insurance	5/14/2025	5	Brad	
Adminstration	<input type="checkbox"/>	Town Council at Committee Meeting	4/9/2025	4	Susan	on request
Adminstration	<input type="checkbox"/>	Obtain approval for Beer Garden at Town Council m	3/12/2025	3	Brad/Susan	
Adminstration	<input type="checkbox"/>	Schedule Dept Meeting with Town	3/12/2025	3	Susan	
Adminstration	<input type="checkbox"/>	Department Head meeting	3/12/2025	3	Susan	
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with Chief DuVaul	4/9/2025	4	Susan	
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with DPW	4/9/2025	4	Susan	
Adminstration	<input type="checkbox"/>	Schedule follow up meetingwith MWFD	4/9/2025	4	Susan	

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Administration	<input type="checkbox"/>	Reach out to SOMA Two Towns re: Senior Tent	6/11/2025	6	Susan	
Administration	<input type="checkbox"/>	Reach out to Laurellie to confirm	6/11/2025	6	Jim	
Budget	<input type="checkbox"/>	Issue public appeal for funds	6/11/2025	6	TBD	
Website Maintenance						
Website Maintenance	<input type="checkbox"/>	Refresh maplewoodstock.com website with new inf	1/8/2025	1	Jim	
Website Maintenance	<input type="checkbox"/>	Update advertisers on website	1/8/2025	1	Jim	
Website Maintenance	<input type="checkbox"/>	Update "map of the event" on the website	6/11/2025	6	Jim	
Website Maintenance	<input type="checkbox"/>	Renew maplewoodstock.com domain Cheap-Domai	5/14/2025	5	Jim	
Headliners						
Headliners	<input type="checkbox"/>	Review running list and agent recommendations		12	Tarquin	
Headliners	<input type="checkbox"/>	Develop list of top choices	1/8/2025	1	Tarquin	
Headliners	<input type="checkbox"/>	Propose top choices with costs	1/8/2025	1	Tarquin	
Headliners	<input type="checkbox"/>	Feedback from committee	1/8/2025	1	Tarquin	

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Headliners	<input type="checkbox"/>	Prelim decisions	1/8/2025	1	Tarquin	
Headliners	<input type="checkbox"/>	Talk to agents on availability, cost, routing	1/15/2025	1	Tarquin	
Headliners	<input type="checkbox"/>	Recirculate to the team	2/12/2025	2	Tarquin	
Headliners	<input type="checkbox"/>	Get signed contracts from headliners	3/12/2025	3	Tarquin	
Headliners	<input type="checkbox"/>	Review riders	3/26/2025	3	Tarquin	
Headliners	<input type="checkbox"/>	Finalize riders	4/16/2025	4	Tarquin	
Headliners	<input type="checkbox"/>	Provide rider details to production company	5/14/2025	5	Tarquin	

Production Company						
Production Company	<input type="checkbox"/>	Every 3 years, put event out to bid		12	TBD	
Production Company	<input type="checkbox"/>	Compare bids		12	Tom	By March
Production Company	<input type="checkbox"/>	Get pricing on stage, lights, front	1/13/2025	1	Susan	
Production Company	<input type="checkbox"/>	Review headliner band riders	4/9/2025	4	Tarquin	
Production Company	<input type="checkbox"/>	Agreement on headliner riders	4/9/2025	4	Tarquin	
Production Company	<input type="checkbox"/>	Price backline with production company	5/14/2025	5	Tarquin	

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Production Company	<input type="checkbox"/>	Work with production co to reduce costs	6/11/2025	6	irquin/Susan/Bra	
Production Company	<input type="checkbox"/>	Review proposal with road managers	6/11/2025	6	Tarquin	
Production Company	<input type="checkbox"/>	Lock in the back line	6/12/2025	6	Tarquin	

Merchandise

Merchandise	<input type="checkbox"/>	Identify possible designers	1/18/2025	1	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Select designers	2/8/2025	2	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Share design progress	2/22/2025	2	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Design decision	3/12/2025	3	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Assemble order & send to printer	3/30/2025	3	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Confirm colors, sizes and styles with printer	4/13/2025	4	jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Submit order to printer	4/13/2025	4	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Order any additional merch	6/12/2025	6	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Expected tshirt arrival date	5/4/2025	5	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Shirt folding	5/11/2025	5	all	
Merchandise	<input type="checkbox"/>	Order lawn signs	4/9/2025	4	Jamie / Tarquin	
Merchandise	<input type="checkbox"/>	Provide design to Program	4/3/2025	4	Jamie	
Merchandise	<input type="checkbox"/>	Post design to website	5/14/2025	5	Jim	
Merchandise	<input type="checkbox"/>	Determine how to manage crowds at merch tent	5/14/2025	5		Do we ned the gates to make lines?

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Volunteers						
Volunteers	<input type="checkbox"/>	Develop inventory of volunteers needed	5/14/2025			All
Volunteers	<input type="checkbox"/>	Identify volunteers for Mayfest	5/14/2025	5		ALL
Volunteers	<input type="checkbox"/>	Develop schedule for Mayfest	5/21/2025	5	Susan	
Volunteers	<input type="checkbox"/>	Identify volunteers for Duck Races	5/12/2025	5		
Volunteers	<input type="checkbox"/>	Develop Schedule for Duck Races	5/19/2025	5	Susan	
Volunteers	<input type="checkbox"/>	Determine schedule of sales for 2024	5/28/2025	5	Susan	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)		12	Susan	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)		12	Susan	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)		12	Susan	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)		12	Susan	
Volunteers	<input type="checkbox"/>	Develop weekend volunteer management	6/11/2025	6	Rachel	
Volunteers	<input type="checkbox"/>	Contact Laurellie Jacobs for sign language interpret	5/31/2025	5	Jim	
Volunteers	<input type="checkbox"/>	Contact Tom and Marshia re stage banners	5/31/2025	5	Jim	Include Amy

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Band Application & Selection						
Band Application & Select	<input type="checkbox"/>	Launch band application on website	1/15/2025	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	2/27/2025	2	Tarquin	
Band Application & Select	<input type="checkbox"/>	Determine number of band slots, based on headline	3/8/2024	3	Tarquin	
Band Application & Select	<input type="checkbox"/>	Hold listening committee meeting	3/22/2025	3	Tarquin	
Band Application & Select	<input type="checkbox"/>	Complete band decisions	3/23/2025	3	Tarquin	
Band Application & Select	<input type="checkbox"/>	Build band schedule	3/23/2025	3	Tarquin	
Band Application & Select	<input type="checkbox"/>	Send congratulation letters	3/23/2025	3	Susan	
Band Application & Select	<input type="checkbox"/>	Send "thank you for applying" letters	3/23/2025	3	Susan	
Band Application & Select	<input type="checkbox"/>	Band responses due	3/30/2025	3	Susan	
Band Application & Select	<input type="checkbox"/>	Local bands confirmed	3/31/2025	3	Susan	
Band Application & Select	<input type="checkbox"/>	Collect band info for press release and program	4/16/2025	4	Susan	
Band Application & Select	<input type="checkbox"/>	Send "save the date" email for the band meeting	5/14/2025	5	Susan	
Band Application & Select	<input type="checkbox"/>	Band meeting	6/14/2025	6	Susan	Remember to include Laurellie and photographers.
Band Application & Select	<input type="checkbox"/>	Receive lyrics from bands for interpreters	7/2/2025	7	Susan	

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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.	2/12/2025	4	All	
Advertising / Program	<input type="checkbox"/>	Collect art and payments from sponsors	3/14/2025	3	Gary	
Advertising / Program	<input type="checkbox"/>	Get tshirt design for program	3/23/2025	3	Gary	
Advertising / Program	<input type="checkbox"/>	Get band descriptions	3/31/2025	3	Gary	
Advertising / Program	<input type="checkbox"/>	Art and payments - final due date	3/30/2025	3	Gary	
Advertising / Program	<input type="checkbox"/>	Send art to Charlie McGuire (graphic designer)	3/30/2025	3	Gary	
Advertising / Program	<input type="checkbox"/>	Develop draft of program	4/6/2025	4	Charlie McGuire	
Advertising / Program	<input type="checkbox"/>	Present draft program to committee	4/13/2025	4	Gary	
Advertising / Program	<input type="checkbox"/>	Provide edits to program	4/20/2025	4	Committee	
Advertising / Program	<input type="checkbox"/>	Final program layout	4/21/2025	4	Gary	
Advertising / Program	<input type="checkbox"/>	Send program to News Record for printing	4/22/2025	4	Gary	
Advertising / Program	<input type="checkbox"/>	Pick up programs	5/16/2025	5	Gary	
Press						
Press	<input type="checkbox"/>	Initial press release with band announcement	5/1/2024	5	Jim	

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Beer Garden						
Beer Garden	<input type="checkbox"/>	Confirm beer vendors	6/1/2025	6	Tarquin	
Beer Garden	<input type="checkbox"/>	Updare website with current beer vendors	6/1/2025	6	Tarquin	
Beer Garden	<input type="checkbox"/>	Plan set up day with Elks	6/1/2025	6	Tarquin	
Arts Vendors						
Arts Vendors	<input type="checkbox"/>	Email arts vendors from prior years	2/10/2024	2	Brian	
Arts Vendors	<input type="checkbox"/>	Email possible vendors, identified during year	3/3/2024	3	Brian	
Arts Vendors	<input type="checkbox"/>	Open arts vendor application on site	3/1/2024	3	Brian	
Arts Vendors	<input type="checkbox"/>	Close arts vendor app on the site	5/26/2025	5	Brian	
Arts Vendors	<input type="checkbox"/>	Arts vendor payments due	5/29/2025	5	Brian	
Arts Vendors	<input type="checkbox"/>	Send contracts to vendors	6/14/2025	6	Brian	
Arts Vendors	<input type="checkbox"/>	Assign prelim spaces	6/14/2025	6	Brian	
Arts Vendors	<input type="checkbox"/>	Send liability forms	7/2/2025	7	Brian	
Arts Vendors	<input type="checkbox"/>	Write thank you notes to arts vendors	7/20/2025	7		
Kids Zone						
Kids Zone	<input type="checkbox"/>	Contact zids zone vendor	3/1/2024	3	Jamie / Adam	
Kids Zone	<input type="checkbox"/>	Negotiate contract with vendor	4/1/2024	4	Jamie / Adam	
Kids Zone	<input type="checkbox"/>	Get ride sizes from vendor	4/15/2024	4	Jamie / Adam	

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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		In storage
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		
Printing and Signage	<input type="checkbox"/>	Order new signage	5/31/2025	5	Susan	
Printing and Signage	<input type="checkbox"/>	Print Vendor Maps	6/1/2024	6		
Printing and Signage	<input type="checkbox"/>	Print / laminate VIP Passes	6/28/2025	6		
Printing and Signage	<input type="checkbox"/>	Print Vehicle passes	6/28/2025	6	Susan	Jim can provide the official PDF to committee members to print.
Printing and Signage	<input type="checkbox"/>	Signs for Deaf Area	6/28/2025	6	Jim	

Park Layout and Set up

Park Layout and Set up	<input type="checkbox"/>	Order port-a-johns	5/1/2024	5	Jamie/Amy	
Park Layout and Set up	<input type="checkbox"/>	Determine hand sanitizer stations	6/1/2024	6		If we will use them
Park Layout and Set up	<input type="checkbox"/>	Determine where community art project goes	2/1/2025			
Park Layout and Set up	<input type="checkbox"/>	Determine general park layout	2/1/2025	2		
Park Layout and Set up	<input type="checkbox"/>	Determine number of arts and food vendors	2/1/2025	2		
Park Layout and Set up	<input type="checkbox"/>	Determine prelim placement of Kids Zone	2/1/2025	2		

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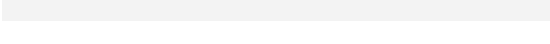
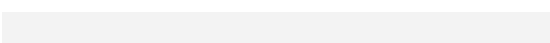
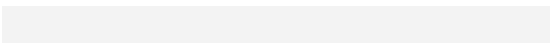
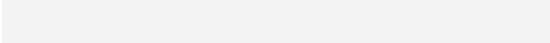
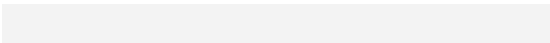
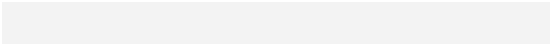
Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Park Layout and Set up	<input type="checkbox"/>	Determine number and placement of canopies	2/15/2025	2	Brad	
Park Layout and Set up	<input type="checkbox"/>	Develop final map layout	3/1/2025	3	All	
Food	<input type="checkbox"/>	application 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	2/1/2025		Kevin	

Critical Dates	Event
5/18/2025	Mayfest
5/26/2025	Memorial Day
7/12/2025	M'stock
7/13/2025	M'stock

Meeting Schedule	Date	Notes
December	12/10/2024	Cancelled
January	1/8/2025	
February	2/12/2025	
March	3/12/2025	
April	4/9/2025	
May	5/14/2025	
June	6/11/2025	
July		
August		
September		
October		
November		
		Skip

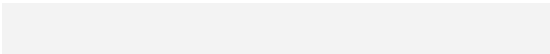
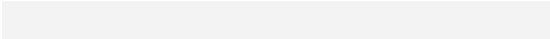
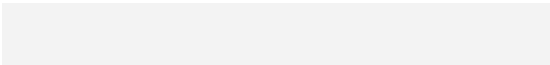
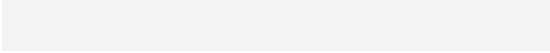
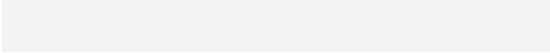
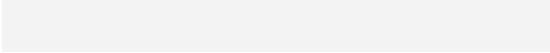
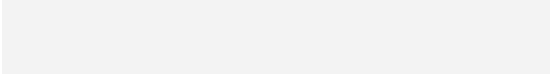
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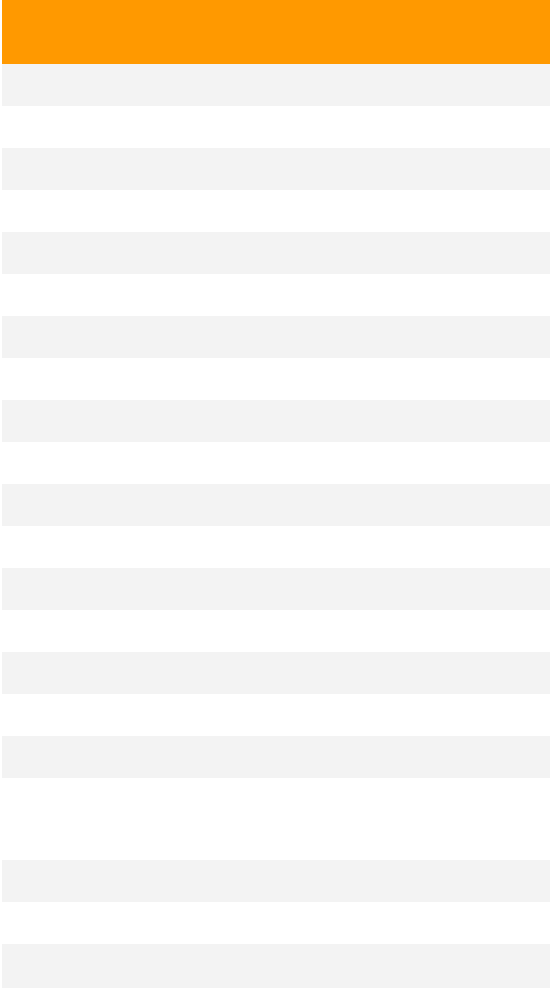
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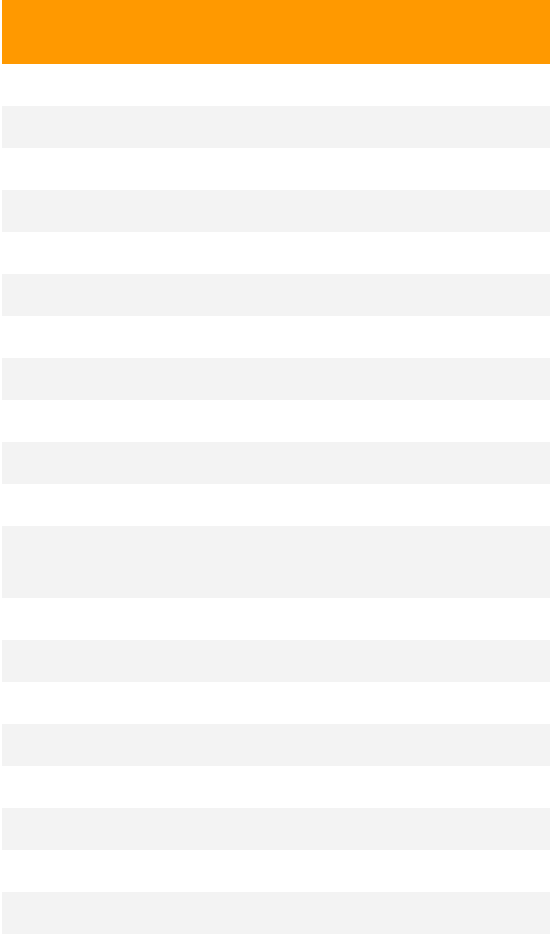
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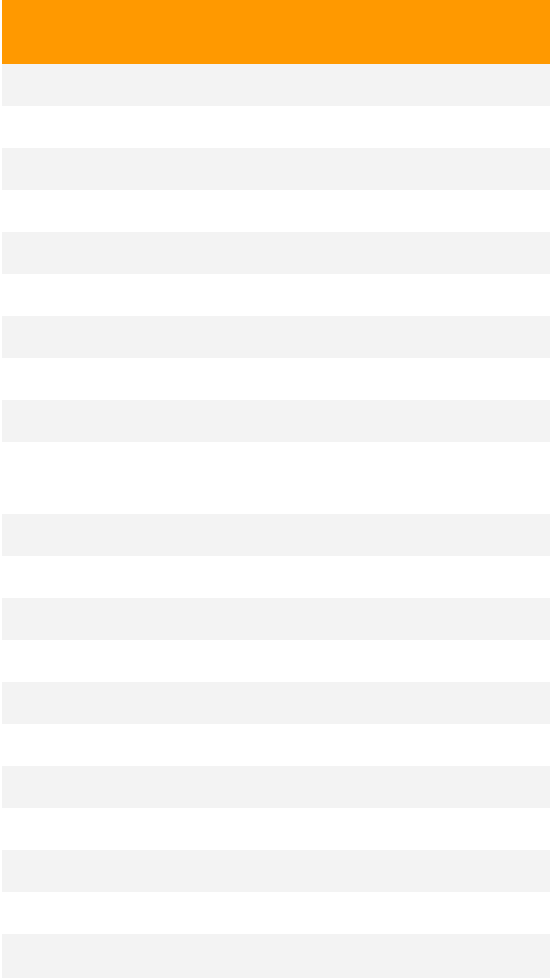
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