Maplewoodstock

Updated: January 7, 2023

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

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	

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		
2	Merchandise: Share design progress		
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	
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 com	Jim	
4	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		
3	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	
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		
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		
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	
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	Susan	
5	Merchandise: Determine how to manage crowds at merch tent	Susan	

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	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	
6	Band Application & Selection: Determine number of band slots, based on head	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 sanitzer 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	