

Maplewoodstock - 2023

Task List - *Jamie*

SORT BY TASK				
Workstream	Description	Due Date	Assigned to	
Adminstration	Apply for Mayfest	4/12/2023	Jamie	
Merchandise	Identify possible designers	1/15/2023	Jamie	
Merchandise	Select designers	2/5/2023	Jamie	
Merchandise	Share design progress	2/19/2023	Jamie	
Merchandise	Presentation of final designs	3/8/2023	Jamie	
Merchandise	Assemble order & send to printer	3/27/2023	Jamie	
Merchandise	Provide design to Program	3/31/2023	Jamie	
Merchandise	Confirm colors, sizes and styles with printer	4/10/2023	Jamie	
Merchandise	Submit order to printer	4/10/2023	Jamie	
Merchandise	Order lawn signs	4/12/2023	Jamie	
Merchandise	Expected tshirt arrival date	5/6/2023	Jamie	
Merchandise	Shirt folding	5/7/2023	Jamie	
Merchandise	Order any additional merch	6/8/2023	Jamie	
Park Layout and Set up	Order port-a-johns	6/14/2023	Jamie	
Printing and Signage	Provide tshirt design for all printing	4/12/2023	Jamie	
Volunteers	Identify volunteers for Mayfest	5/7/2023	Jamie	
Volunteers	Develop schedule for Mayfest	5/8/2023	Jamie	
Volunteers	Identify volunteers for Duck Races	5/15/2023	Jamie and Katie	
Volunteers	Develop Schedule for Duck Races	5/22/2023	Jamie	
Volunteers	Determine schedule of sales for 2023	5/24/2023	Jamie	
Volunteers	Identify volunteers for street sales: (date)	6/1/2023	Jamie and Katie	
Volunteers	Identify volunteers for street sales: (date)	6/1/2023	Jamie and Katie	
Volunteers	Identify volunteers for street sales: (date)	6/1/2023	Jamie and Katie	
Volunteers	Identify volunteers for street sales: (date)	6/1/2023	Jamie and Katie	
Volunteers	Determine inventory of needed volunteers for the weekend	6/1/2023	Jamie and Katie	

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Park Layout and Set up	Order port-a-johns	6/14/2023	Jamie	