

Status Tracker

Friday, February 06, 2026

2

Due This Month: 5

Overdue: 17

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
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Adminstration

Budget	<input checked="" type="checkbox"/>	Fiscal year		1	Brad	Nov 1 to Oct 31
Budget	<input checked="" type="checkbox"/>	Set prelim budget	1/13/2026	1	Brad	
Budget	<input checked="" type="checkbox"/>	Set budget for bands	3/10/2026	3	Brad	
Budget	<input checked="" type="checkbox"/>	Set final budget	3/10/2026	3	Brad	
Adminstration	<input type="checkbox"/>	File for Event Permit	4/14/2026	4	Brad	
Adminstration	<input type="checkbox"/>	Apply for Mayfest	3/10/2026	3	Susan	
Adminstration	<input type="checkbox"/>	Apply for Liquor license for beer garden	4/14/2026	4	Brad	
Adminstration	<input type="checkbox"/>	Obtain event liability insurance	5/12/2026	5	Brad	
Adminstration	<input type="checkbox"/>	Town Council at Committee Meeting	5/12/2026	5	Susan	
Adminstration	<input type="checkbox"/>	Obtain approval for Beer Garden at Town Council m	4/15/2025	4	susan	
Adminstration	<input type="checkbox"/>	Schedule Dept Meeting with Town	5/12/2026	5	Susan	
Adminstration	<input type="checkbox"/>	Department Head meeting	5/30/2025	5	Susan	
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with new fire chief	4/14/2026	4	Susan	
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with DPW	4/14/2026	4	Susan	
Adminstration	<input type="checkbox"/>	Schedule follow up meetingwith MWFD	4/14/2026	4	Susan	

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Administration	<input type="checkbox"/>	Reach out to SOMA Two Towns re: Senior Tent	6/8/2026	6	Susan	
Administration	<input type="checkbox"/>	Reach out to Laurellie to confirm	6/8/2026	6	Jim	
Budget	<input type="checkbox"/>	Issue public appeal for funds	6/8/2026	6	TBD	
Website Maintenance						
Website Maintenance	<input type="checkbox"/>	Refresh maplewoodstock.com website with new inf	1/13/2026	1	Jamie/Jim	
Website Maintenance	<input type="checkbox"/>	Update advertisers on website	1/13/2026	1	Jamie/Jim	
Website Maintenance	<input type="checkbox"/>	Update "map of the event" on the website	6/8/2026	6	Jim	
Website Maintenance	<input type="checkbox"/>	Renew maplewoodstock.com domain Cheap-Domai	5/12/2026	5	Jim	
Headliners						
Headliners	<input type="checkbox"/>	Review running list and agent recommendations		12	Tarquin	
Headliners	<input type="checkbox"/>	Develop list of top choices	1/13/2026	1	Tarquin	
Headliners	<input type="checkbox"/>	Propose top choices with costs	1/13/2026	1	Tarquin	
Headliners	<input type="checkbox"/>	Feedback from committee	1/13/2026	1	Tarquin	

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Headliners	<input type="checkbox"/>	Prelim decisions	1/13/2026	1	Tarquin	
Headliners	<input type="checkbox"/>	Talk to agents on availability, cost, routing	1/20/2026	1	Tarquin	
Headliners	<input type="checkbox"/>	Recirculate to the team	1/27/2026	1	Tarquin	
Headliners	<input type="checkbox"/>	Get signed contracts from headliners	3/10/2026	3	Tarquin	
Headliners	<input type="checkbox"/>	Review riders	3/24/2026	3	Tarquin	
Headliners	<input type="checkbox"/>	Finalize riders	4/14/2026	4	Tarquin	
Headliners	<input type="checkbox"/>	Provide rider details to production company	5/12/2026	5	Tarquin	

Production Company						
Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Production Company	<input type="checkbox"/>	Get pricing on stage, lights, front	1/12/2026	1	Susan	
Production Company	<input type="checkbox"/>	Review headliner band riders	4/14/2026	4	Tarquin	
Production Company	<input type="checkbox"/>	Agreement on headliner riders	4/14/2026	4	Tarquin	
Production Company	<input type="checkbox"/>	Price backline with production company	5/12/2026	5	Tarquin	
Production Company	<input type="checkbox"/>	Work with production co to reduce costs	6/8/2026	6	irquin/Susan/Bra	
Production Company	<input type="checkbox"/>	Review proposal with road managers	6/8/2026	6	Tarquin	
Production Company	<input type="checkbox"/>	Lock in the back line	6/11/2026	6	Tarquin	

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Merchandise

Merchandise	<input type="checkbox"/>	Identify possible designers	1/17/2026	1	Kerry	
Merchandise	<input type="checkbox"/>	Select designers	2/7/2026	2	Kerry	
Merchandise	<input type="checkbox"/>	Share design progress	2/21/2026	2	Kerry	
Merchandise	<input type="checkbox"/>	Design decision	3/10/2026	3	Kerry	
Merchandise	<input type="checkbox"/>	Assemble order & send to printer	3/29/2026	3	Kerry	
Merchandise	<input type="checkbox"/>	Confirm colors, sizes and styles with printer	4/12/2026	4	Kerry	
Merchandise	<input type="checkbox"/>	Submit order to printer	4/12/2026	4	Kerry	
Merchandise	<input type="checkbox"/>	Order any additional merch	6/11/2026	6	Kerry	
Merchandise	<input type="checkbox"/>	Expected tshirt arrival date	5/3/2026	5	Kerry	
Merchandise	<input type="checkbox"/>	Shirt folding	5/10/2026	5	all	
Merchandise	<input type="checkbox"/>	Order lawn signs	4/14/2026	4	Kerry	
Merchandise	<input type="checkbox"/>	Provide design to Program	4/2/2026	4	Kerry	
Merchandise	<input type="checkbox"/>	Post design to website	5/12/2026	5	Jamie	
Merchandise	<input type="checkbox"/>	Determine how to manage crowds at merch tent	5/12/2026	5	Kerry	Do we need the gates to make lines?

Volunteers

Volunteers	<input type="checkbox"/>	Develop inventory of volunteers needed	5/12/2026		Susan	All
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Volunteers	<input type="checkbox"/>	Identify volunteers for Mayfest	5/12/2026	5	Susan	
Volunteers	<input type="checkbox"/>	Develop schedule for Mayfest	5/19/2026	5	Susan	
Volunteers	<input type="checkbox"/>	Identify volunteers for Duck Races	5/11/2026	5	Susan	
Volunteers	<input type="checkbox"/>	Develop Schedule for Duck Races	5/18/2026	5	Susan	
Volunteers	<input type="checkbox"/>	Determine schedule of sales for 2025	5/26/2026	5	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)		12	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)		12	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)		12	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)		12	Kerry	
Volunteers	<input type="checkbox"/>	Develop weekend volunteer management	6/8/2026	6	Susan	
Volunteers	<input type="checkbox"/>	Contact Laurellie Jacobs for sign language interpret	5/30/2026	5	Jim	
Volunteers	<input type="checkbox"/>	Contact Tom and Marshia re stage banners	5/30/2026	5	Jim	Include Amy
Band Application & Selection						
Band Application & Select	<input type="checkbox"/>	Launch band application on website	1/20/2026	1	Jim	
Band Application & Select	<input type="checkbox"/>	Close band applications on website	3/1/2026	3	Jim	
Band Application & Select	<input type="checkbox"/>	Create band summary doc	3/8/2026	3	Jim	

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Band Application & Select	<input type="checkbox"/>	Zip MP3 files	3/8/2026	3	Jim	
Band Application & Select	<input type="checkbox"/>	Share summary and MP3 files with listening commit	3/8/2026	3	Jim	
Band Application & Select	<input type="checkbox"/>	Schedule listening committee meeting	3/8/2026	3	Tarquin	
Band Application & Select	<input type="checkbox"/>	Determine number of band slots, based on headline	3/8/2026	3	Tarquin	
Band Application & Select	<input type="checkbox"/>	Hold listening committee meeting	3/21/2026	3	Tarquin	
Band Application & Select	<input type="checkbox"/>	Complete band decisions	3/22/2026	3	Tarquin	
Band Application & Select	<input type="checkbox"/>	Build band schedule	3/22/2026	3	Tarquin	
Band Application & Select	<input type="checkbox"/>	Send congratulation letters	3/22/2026	3	Susan	
Band Application & Select	<input type="checkbox"/>	Send "thank you for applying" letters	3/22/2026	3	Susan	
Band Application & Select	<input type="checkbox"/>	Band responses due	3/29/2026	3	Susan	
Band Application & Select	<input type="checkbox"/>	Local bands confirmed	3/30/2026	3	Susan	
Band Application & Select	<input type="checkbox"/>	Collect band info for press release and program	4/21/2026	4	Susan	
Band Application & Select	<input type="checkbox"/>	Send "save the date" email for the band meeting	5/12/2026	5	Susan	
Band Application & Select	<input type="checkbox"/>	Band meeting	6/11/2026	6	Susan	Remember to include Laurellie and photographers.
Band Application & Select	<input type="checkbox"/>	Receive lyrics from bands for interpreters	7/1/2026	7	Susan	

Advertising / Program

Advertising / Program	<input type="checkbox"/>	Update advertising package	1/13/2026	1	Gerry / Brad / Jim	
Advertising / Program	<input type="checkbox"/>	Present updated advertising proposal to committee	1/13/2026	1	Gary	
Advertising / Program	<input type="checkbox"/>	Start selling advertising	1/13/2026	1	Gary	

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Advertising / Program	<input type="checkbox"/>	Send advertising packages to prior & others via email	1/13/2026	1	Gary	
Advertising / Program	<input type="checkbox"/>	Committee to review list of advertisers to help.	2/12/2026	4	All	
Advertising / Program	<input type="checkbox"/>	Collect art and payments from sponsors	3/13/2026	3	Gary	
Advertising / Program	<input type="checkbox"/>	Get tshirt design for program	3/22/2026	3	Gary	
Advertising / Program	<input type="checkbox"/>	Get band descriptions	3/30/2026	3	Gary	
Advertising / Program	<input type="checkbox"/>	Art and payments - final due date	3/29/2026	3	Gary	
Advertising / Program	<input type="checkbox"/>	Send art to Charlie McGuire (graphic designer)	3/29/2026	3	Gary	
Advertising / Program	<input type="checkbox"/>	Develop draft of program	4/5/2026	4	Charlie McGuire	
Advertising / Program	<input type="checkbox"/>	Present draft program to committee	4/12/2026	4	Gary	
Advertising / Program	<input type="checkbox"/>	Provide edits to program	4/19/2026	4	Committee	
Advertising / Program	<input type="checkbox"/>	Final program layout	4/20/2026	4	Gary	
Advertising / Program	<input type="checkbox"/>	Send program to News Record for printing	4/21/2026	4	Gary	
Advertising / Program	<input type="checkbox"/>	Pick up programs	5/15/2026	5	Gary	
Press						
Press	<input type="checkbox"/>	Initial press release with band announcement	5/1/2026	5	Jim	
Beer Garden						
Beer Garden	<input type="checkbox"/>	Confirm beer vendors	5/12/2026	5	Tarquin	
Beer Garden	<input type="checkbox"/>	Update website with current beer vendors	5/26/2026	5	Tarquin	
Beer Garden	<input type="checkbox"/>	Plan set up day with Elks	6/8/2026	6	Tarquin	

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Arts Vendors

Arts Vendors	<input type="checkbox"/>	Email arts vendors from prior years	2/12/2026	2	Brian	
Arts Vendors	<input type="checkbox"/>	Email possible vendors, identified during year	2/26/2026	2	Brian	
Arts Vendors	<input type="checkbox"/>	Open arts vendor application on site	3/3/2026	3	Brian	
Arts Vendors	<input type="checkbox"/>	Close arts vendor app on the site	5/25/2026	5	Brian	
Arts Vendors	<input type="checkbox"/>	Arts vendor payments due	5/28/2026	5	Brian	
Arts Vendors	<input type="checkbox"/>	Send contracts to vendors	6/13/2026	6	Brian	
Arts Vendors	<input type="checkbox"/>	Assign prelim spaces	6/13/2026	6	Brian	
Arts Vendors	<input type="checkbox"/>	Send liability forms	7/1/2026	7	Brian	
Arts Vendors	<input type="checkbox"/>	Write thank you notes to arts vendors	7/19/2026	7		

Kids Zone

Kids Zone	<input type="checkbox"/>	Contact zids zone vendor	3/10/2026	3	Jamie / Adam	
Kids Zone	<input type="checkbox"/>	Negotiate contract with vendor	4/14/2026	4	Jamie / Adam	
Kids Zone	<input type="checkbox"/>	Get ride sizes from vendor	5/12/2026	5	Jamie / Adam	

Printing and Signage

Printing and Signage	<input type="checkbox"/>	Provide tshirt design for all printing	4/1/2026	4	Kerry	
Printing and Signage	<input type="checkbox"/>	Inventory existing signs and banners	4/14/2026	4	Susan	In storage

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Printing and Signage	<input type="checkbox"/>	Identify signs / banners needed for this year	4/28/2026	4	All	
Printing and Signage	<input type="checkbox"/>	Paint over old signs		#VALUE!		
Printing and Signage	<input type="checkbox"/>	Order new signage	5/30/2026	5	Susan	
Printing and Signage	<input type="checkbox"/>	Print Vendor Maps	6/8/2026	6		
Printing and Signage	<input type="checkbox"/>	Print / laminate VIP Passes	6/27/2026	6	Brad	
Printing and Signage	<input type="checkbox"/>	Print Vehicle passes	6/27/2026	6	Susan	
Printing and Signage	<input type="checkbox"/>	Signs for Deaf Area	6/27/2026	6	Jim	
Park Layout and Set up						
Park Layout and Set up	<input type="checkbox"/>	Order port-a-johns	5/5/2026	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			Amy	
Park Layout and Set up	<input checked="" type="checkbox"/>	Determine general park layout	2/12/2026	2		
Park Layout and Set up	<input type="checkbox"/>	Determine number of arts and food vendors	3/10/2026	3		
Park Layout and Set up	<input type="checkbox"/>	Determine prelim placement of Kids Zone	3/10/2026	3		
Park Layout and Set up	<input type="checkbox"/>	Determine number and placement of canopies	3/10/2026	3	Brad	
Park Layout and Set up	<input type="checkbox"/>	Develop final map layout	3/10/2026	3	All	
Food	<input type="checkbox"/>	application goes out	3/1/26		Danny	
Food	<input type="checkbox"/>	application ends	5/25/2026		Danny	

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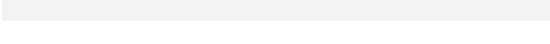
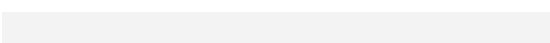
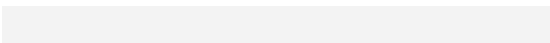
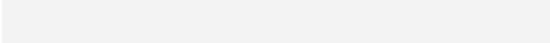
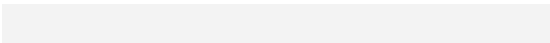
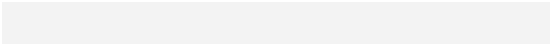
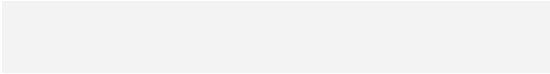
Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Food	<input type="checkbox"/>	vendor health department permit due	5/25/2026		Danny	
Food	<input type="checkbox"/>	vendor fire department permit due	5/12/2026		Danny	
Food	<input type="checkbox"/>	vendor layout	4/14/2026		Danny	

Critical Dates	Event
5/17/2026	Mayfest
5/25/2026	Memorial Day
7/11/2026	M'stock
7/12/2026	M'stock

Meeting Schedule	Date	Notes
December		Cancelled
January	1/13/2026	
February	2/12/2026	
March	3/10/2026	
April	4/14/2026	
May	5/12/2026	
June	6/8/2026	
July		
August		
September		
October		
November		
		Skip

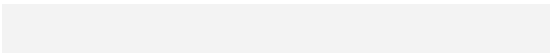
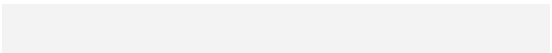
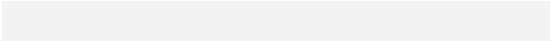
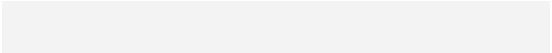
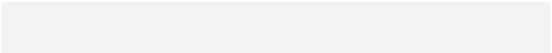
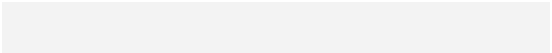
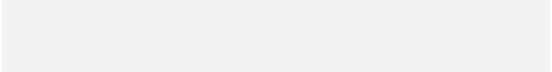
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February	2/12/2026	
March	3/10/2026	
April	4/14/2026	



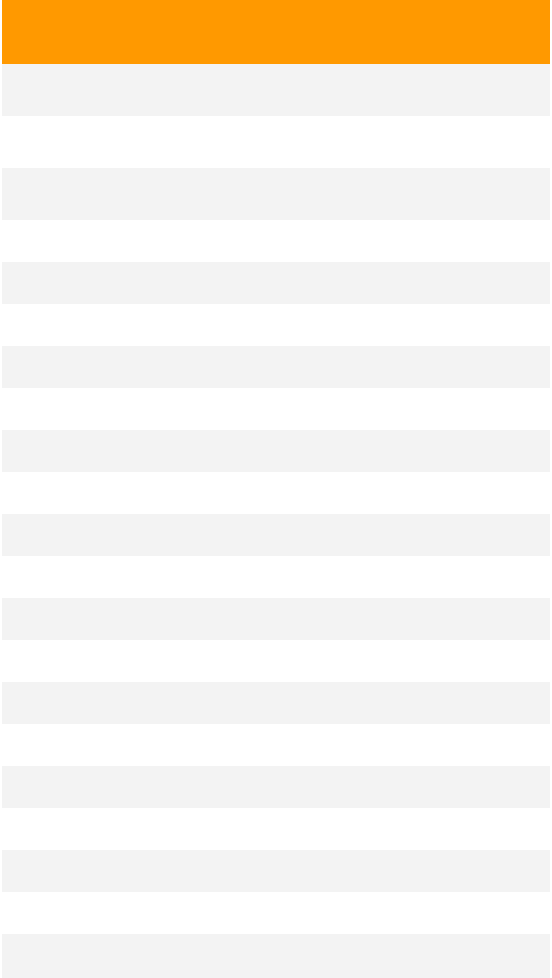
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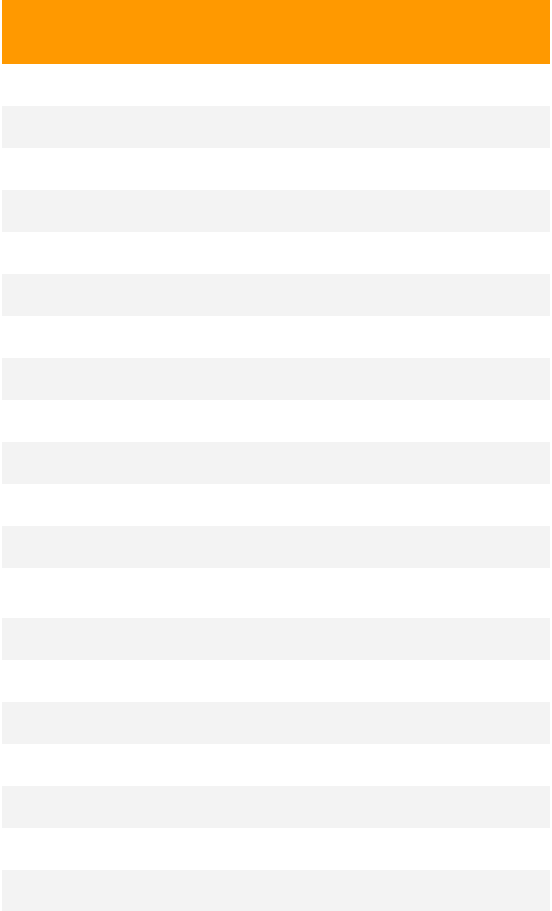
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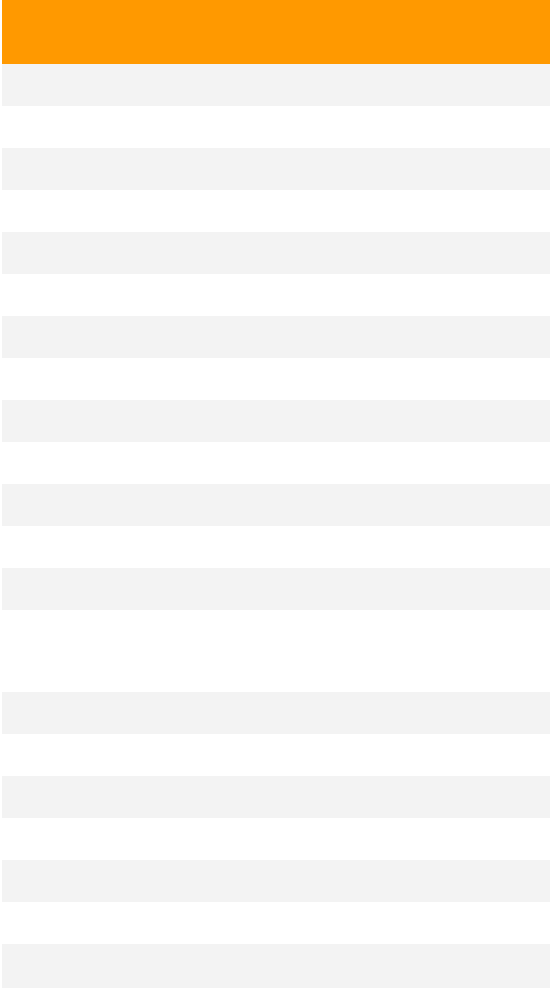
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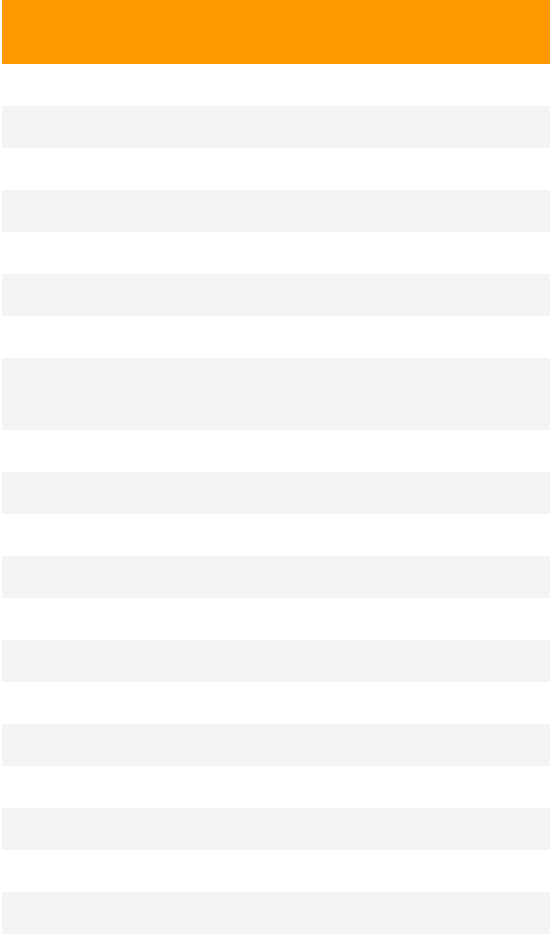
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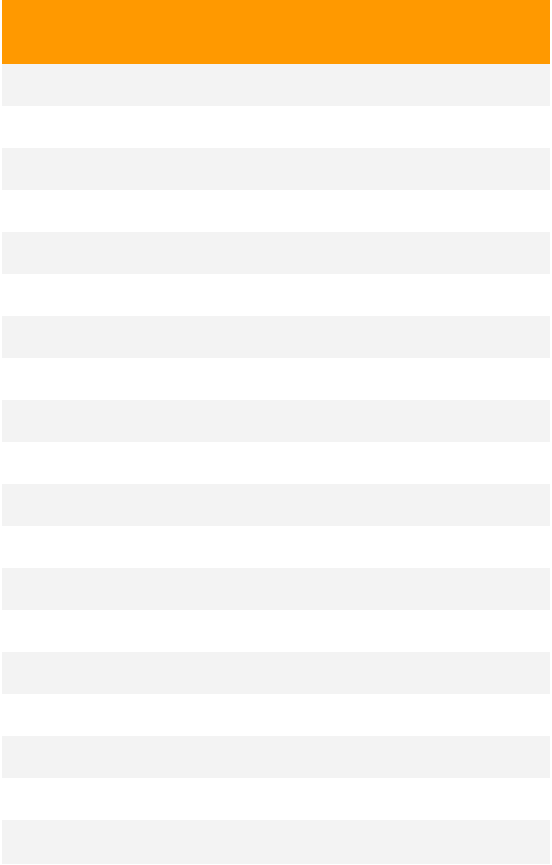
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