

Maplewoodstock

Maplewoodstock				Critical Dates	Event	Meeting Schedule	Date	Notes
Updated:	February 19, 2022					December	12/8/2021	Cancelled
Month Due	Task	Owner		5/21/2022	Estimated Mayfest	January	1/12/2022	
				5/30/2022	Memorial Day	February	2/16/2022	
1	Budget: Fiscal year	Tom				March	3/11/2022	
1	Budget: Set prelim budget	Tom		7/9/2022	M'stock	April	4/13/2022	
1	Website Maintenance: Renew maplewoodstock.com	Jim		7/10/2022	M'stock	May	5/11/2022	
1	Website Maintenance: Update advertisers on website	Jim				June	6/8/2022	
1	Production Company: Get pricing on stage, lights, front	Tarquin				July		
1	Merchandise: Identify possible designers	Susan / Kerry				August		
1	Band Application & Selection: Launch band application on website	Jim				September		
2	Headliners: Review running list and agent recommendations	Tarquin				October	10/13/2021	
2	Headliners: Develop list of top choices	Tarquin				November	11/10/2021	
2	Headliners: Propose top choices with costs	Tarquin						
2	Headliners: Feedback from committee	Tarquin						
2	Headliners: Prelim decisions	Tarquin						
2	Headliners: Talk to agents on availability, cost, routing	Tarquin						
2	Headliners: Recirculate to the team	Tarquin						
2	Headliners: Review riders	Tarquin						
2	Merchandise: Select designers	Susan / Kerry						
2	Merchandise: Share design progress	Susan / Kerry						
2	Band Application & Selection: Schedule listening committee meeting	Tom						
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	Production Company: Compare bids	Tom						
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							
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	Adminstration: File for Event Permit	Jamie / Tom						
4	Adminstration: Apply for Mayfest	Kerry						

