vlaple	woodstock		Critical Dates	Event	Meeting Schedule	Date	Notes
Updated:	February 19, 2022				December	12/8/2021	Cancelled
			5/21/2022	stimated Mayfest	January	1/12/2022	
onth Due	Task	Owner	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 co	on Jim					
4	Adminstration: File for Event Permit	Jamie / Tom					
4	Adminstration: Apply for Mayfest	Kerry					

4	Adminstration: Apply for Liquor license for beer garden	Tom				
4	Administration: Apply for Elquor license for beer garden	TOTAL				
4	Adminstration: Town Council at Committee Meeting Adminstration: Schedule follow up meeting with Chief DuVaul	Tom				
4	Adminstration: Schedule follow up meeting with DPW	Tom				
4	Adminstration: Schedule follow up meeting with DFW Adminstration: Schedule follow up meetingwith MWFD	Tom				
4						
	Production Company: Review headliner band riders	Tarquin				
4	Production Company: Agreement on headliner riders	Tarquin				
4	Merchandise: Assemble order & send to printer	Susan / Kerry				
4	Merchandise: Confirm colors, sizes and styles with printer	Susan / Kerry				
4	Merchandise: Submit order to printer	Susan / Kerry				
4	Merchandise: Order lawn signs	Susan / Kerry				
4	Merchandise: Provide design to Program	Susan / Kerry				
4	Advertising / Program: Committee to review list of advertisers to help.	All				
4	Advertising / Program: Art and payments - final due date	Gary				
4	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	Susan / Kerry				
4	Park Layout and Set up: Determine general park layout					
4	Park Layout and Set up: Determine number of arts and food vendors					
5	Adminstration: Obtain event liability insurance	Tom				
5	Website Maintenance: Update "map of the event" on the website	Jim				
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	Susan / Kerry				
5	Merchandise: Expected tshirt arrival date	Susan / Kerry				
5	Merchandise: Shirt folding	Susan / Kerry				
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 / Kerry				
5	Volunteers: Develop Schedule for Duck Races	Susan / Kerry				
5	Volunteers: Determine inventory of needed volunteers for the weekend	Susan / Kerry				
5	Volunteers: Contact Lauralei Jacobs for sign language interpreters	Tom?				
5	Band Application & Selection: Collect band info for press release and program					
5	Band Application & Selection: Send "save the date" email for the band meetin					
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					
5	Printing and Signage: Inventory existing signs and barriers Printing and Signage: Identify signs / banners needed for this year					
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5	Printing and Signage: Order new signage					
5	Park Layout and Set up: Walk the park					
5	Beer Garden: Confirm beer vendors					
5	Park Layout and Set up: Determine hand sanitizer stations					
5	Volunteers: Determine schedule of sales for 2022	Susan / Kerry				
6	Adminstration: Reach out to SOMA Two Towns re: Senior Tent	Susan				
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	Susan / Kerry				
6	Merchandise: Determine how to manage crowds at merch tent	Susan / Kerry				
6	Volunteers: Identify volunteers for street sales: (date)	Susan / Kerry				
6	Volunteers: Identify volunteers for street sales: (date)	Susan / Kerry				
6	Volunteers: Identify volunteers for street sales: (date)	Susan / Kerry				
6	Volunteers: Identify volunteers for street sales: (date)	Susan / Kerry				
6	Band Application & Selection: Determine number of band slots, based on hea					
6	Band Application & Selection: Band meeting	Tom				
6	Band Application & Selection: Receive lyrics from bands for interpreters					
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					
6	Printing and Signage: Print / laminate VIP Passes	Tarquin				
6	Printing and Signage: Print Vehicle passes					
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					
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					
7	Arts Vendors: Write thank you notes to arts vendors	Katie				
11	Advertising / Program: Update advertising package	Gary				
11	Advertising / Program: Present updated advertising proposal to committee	Gary				
12	Advertising / Program: Start selling advertising	Gary				
12	Advertising / Program: Send advertising packages to prior & others via email	Gary				
12	Kids Zone: Contact zids zone vendor	Katie				
12	: Negotiate contract with vendor	Katie / Tom				
12	Kids Zone: Get ride sizes from vendor	Katie				