

Status Tracker

Sunday, August 01, 2021

8

Due This Month: 25

Overdue: 74

Workstream	Complete	Description	Due Date	Month Due	Assigned to	Comments
Adminstration						
Budget	<input checked="" type="checkbox"/>	Fiscal year			Tom	Nov 1 to Oct 31
Budget	<input checked="" type="checkbox"/>	Set prelim budget	1/15/2021	1	Tom	
Budget	<input checked="" type="checkbox"/>	Set budget for bands	3/10/2021	3	Tom	
Budget	<input checked="" type="checkbox"/>	Set final budget	3/10/2021	3	Tom	
Adminstration	<input type="checkbox"/>	File for Event Permit	4/1/2021	4	Jamie / Tom	COMPLETE?
Adminstration	<input checked="" type="checkbox"/>	Apply for Mayfest	TBD		Susan	No event for 2021
Adminstration	<input checked="" type="checkbox"/>	Apply for Liquor license for beer garden	4/1/2021	4	Tom	
Adminstration	<input type="checkbox"/>	Obtain event liability insurance	8/15/2021	8	Tom	
Adminstration	<input type="checkbox"/>	Town Council at Committee Meeting	7/4/2021	7		at request
Adminstration	<input type="checkbox"/>	Obtain approval for Beer Garden at Town Council m	6/4/2021	6	Tom	
Adminstration	<input checked="" type="checkbox"/>	Schedule Dept Meeting with Town			Tom	
Adminstration	<input checked="" type="checkbox"/>	Department Head meeting	8/3/2021	8	Tom	Others to attend
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with Chief DuVaul	8/15/2021	8	Tom	Need plan for new layout first
Adminstration	<input type="checkbox"/>	Schedule follow up meeting with DPW	8/15/2021	8	Tom	
Adminstration	<input type="checkbox"/>	Schedule follow up meetingwith MWFD	8/15/2021	8	Tom	

Administration	<input type="checkbox"/>	Reach out to SOMA Two Towns re: Senior Tent	9/1/2021	9	Susan	
Administration	<input type="checkbox"/>	Reach out to Laurellie to confirm	9/1/2021	9	Tom	
Budget	<input type="checkbox"/>	Issue public appeal for funds	8/18/2021	8	Tom	Determine proper date / tools - necessary for 2021?

Website Maintenance

Website Maintenance	<input checked="" type="checkbox"/>	Renew maplewoodstock.com	1/15/2020	1	Jim	reviewed at 1/8/20 mtg
Website Maintenance	<input checked="" type="checkbox"/>	Update advertisers on website	6/1/2021	6	Jim	
Website Maintenance	<input type="checkbox"/>	Update "map of the event" on the website	9/2/2021	9	Jim	Need plan for new layout first

Headliners

Headliners	<input checked="" type="checkbox"/>	Review running list and agent recommendations	7/31/2021	7	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Develop list of top choices	7/31/2021	7	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Propose top choices with costs	7/31/2021	7	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Feedback from committee	7/31/2021	7	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Prelim decisions	7/31/2021	7	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Talk to agents on availability, cost, routing	7/31/2021	7	Tarquin	Contract sent to Galactic; awaiting response. Riders
Headliners	<input checked="" type="checkbox"/>	Recirculate to the team	7/31/2021	7	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Get signed contracts from headliners	3/30/2021	3	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Review riders	7/31/2021	7	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Finalize riders	6/1/2021	6	Tarquin	
Headliners	<input type="checkbox"/>	Provide rider details to production company	6/1/2021	6	Tarquin	COMPLETE?

Production Company

Production Company	<input checked="" type="checkbox"/>	Every 3 years, put event out to bid			Tom	
Production Company	<input checked="" type="checkbox"/>	Compare bids	4/1/2021	3	Tom	368 Event Management LLC (Risk Dept)
Production Company	<input checked="" type="checkbox"/>	Get pricing on stage, lights, front	4/5/2021	4	Tarquin	
Production Company	<input type="checkbox"/>	Review headliner band riders	4/6/2021	4	Tarquin	
Production Company	<input type="checkbox"/>	Agreement on headliner riders	4/6/2021	4	Tarquin	
Production Company	<input type="checkbox"/>	Price backline with production company	4/6/2021	4	Tarquin	
Production Company	<input type="checkbox"/>	Work with production co to reduce costs	4/6/2021	4	Tarquin	
Production Company	<input type="checkbox"/>	Review proposal with road managers	4/6/2021	4	Tarquin	
Production Company	<input type="checkbox"/>	Lock in the back line	9/2/2021	9	Tarquin	

Merchandise

Merchandise	<input checked="" type="checkbox"/>	Identify possible designers	4/9/2021	4	Susan / Kerry	
Merchandise	<input checked="" type="checkbox"/>	Select designers	4/30/2021	4	Susan / Kerry	
Merchandise	<input checked="" type="checkbox"/>	Share design progress	5/14/2021	2	Susan / Kerry	
Merchandise	<input checked="" type="checkbox"/>	Presentation of final designs	5/14/2021	5	Susan / Kerry	
Merchandise	<input checked="" type="checkbox"/>	Assemble order & send to printer	6/19/2021	6	Susan / Kerry	
Merchandise	<input checked="" type="checkbox"/>	Confirm colors, sizes and styles with printer	7/3/2021	7	Susan / Kerry	
Merchandise	<input checked="" type="checkbox"/>	Submit order to printer	7/3/2021	7	Susan / Kerry	
Merchandise	<input type="checkbox"/>	Order any additional merch	TBD	#VALUE!	Susan / Kerry	
Merchandise	<input type="checkbox"/>	Expected tshirt arrival date	8/15/2021	8	Susan / Kerry	
Merchandise	<input type="checkbox"/>	Shirt folding	8/21/2021	8	Susan / Kerry	
Merchandise	<input type="checkbox"/>	Order lawn signs	8/6/2021	8	Susan / Kerry	
Merchandise	<input checked="" type="checkbox"/>	Provide design to Program	6/23/2021	6	Susan	
Merchandise	<input type="checkbox"/>	Post design to website	8/15/2021	8	Jim	
Merchandise	<input type="checkbox"/>	Determine how to manage crowds at merch tent	9/15/2021	9	Susan / Kerry	

Volunteers

Volunteers	<input checked="" type="checkbox"/>	Create volunteer form for advance signatures from	9/2/2021			Merch, Beer Garden, Canopy
Volunteers	<input type="checkbox"/>	Identify volunteers for Mayfest	7/24/2021	7	Susan	NA for 2021
Volunteers	<input type="checkbox"/>	Develop schedule for Mayfest	7/31/2021	7	Susan	NA for 2021
Volunteers	<input type="checkbox"/>	Identify volunteers for Duck Races	9/1/2021	9	Susan / Kerry	Rescheduled for September 12
Volunteers	<input type="checkbox"/>	Develop Schedule for Duck Races	9/5/2021	9	Susan / Kerry	
Volunteers	<input type="checkbox"/>	Determine schedule of sales for 2021	8/15/2021		Susan / Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2021	6	Susan / Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2021	6	Susan / Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2021	6	Susan / Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2021	6	Susan / Kerry	
Volunteers	<input type="checkbox"/>	Determine inventory of needed volunteers for the v	8/21/2021	8	Susan / Kerry	
Volunteers	<input type="checkbox"/>	Contact Lauralei Jacobs for sign language interprete	8/21/2021	8	Tom?	

Band Application & Selection

Band Application & Select	<input checked="" type="checkbox"/>	Launch band application on website	1/12/2020	1	Jim	6 week application process
Band Application & Select	<input checked="" type="checkbox"/>	Close band applications on website	3/1/2020	3	Jim	
Band Application & Select	<input checked="" type="checkbox"/>	Create band summary doc	3/8/2020	3	Jim	
Band Application & Select	<input checked="" type="checkbox"/>	Zip MP3 files	3/8/2020	3	Jim	
Band Application & Select	<input checked="" type="checkbox"/>	Share summary and MP3 files with listening committee		12	Jim	Jamie, Kevin, Tarquin and Tom need copies
Band Application & Select	<input checked="" type="checkbox"/>	Schedule listening committee meeting	5/20/2021	5	Tom	
Band Application & Select	<input checked="" type="checkbox"/>	Determine number of band slots, based on headline	6/1/2021	6	Tom	18-20
Band Application & Select	<input checked="" type="checkbox"/>	Hold listening committee meeting	6/12/2021	6	Tom	6:30 PM
Band Application & Select	<input checked="" type="checkbox"/>	Complete band decisions	6/13/2021	6	Tom	

Band Application & Select	<input checked="" type="checkbox"/>	Build band schedule	6/13/2021	6	Tom
Band Application & Select	<input checked="" type="checkbox"/>	Send congratulation letters	6/13/2021	6	Tom
Band Application & Select	<input checked="" type="checkbox"/>	Send "thank you for applying" letters	6/13/2021	6	Tom
Band Application & Select	<input checked="" type="checkbox"/>	Band responses due	6/20/2021	6	
Band Application & Select	<input checked="" type="checkbox"/>	Local bands confirmed	6/21/2021	6	Tom
Band Application & Select	<input checked="" type="checkbox"/>	Collect band info for press release and program	7/24/2021	7	Tom
Band Application & Select	<input type="checkbox"/>	Send "save the date" email for the band meeting	8/3/2021	8	Tom
Band Application & Select	<input type="checkbox"/>	Band meeting	9/12/2021	9	Tom
Band Application & Select	<input type="checkbox"/>	Receive lyrics from bands for interpreters	9/18/2021	9	

Advertising / Program

Advertising / Program	<input checked="" type="checkbox"/>	Update advertising package	11/19/2019	11	Gary
Advertising / Program	<input checked="" type="checkbox"/>	Present updated advertising proposal to committee	11/20/2019	11	Gary
Advertising / Program	<input checked="" type="checkbox"/>	Start selling advertising	12/15/2019	12	Gary
Advertising / Program	<input checked="" type="checkbox"/>	Send advertising packages to prior & others via email	12/15/2019	12	Gary
Advertising / Program	<input checked="" type="checkbox"/>	Committee to review list of advertisers to help.		4	All
Advertising / Program	<input checked="" type="checkbox"/>	Collect art and payments from sponsors	6/4/2021	6	Gary
Advertising / Program	<input checked="" type="checkbox"/>	Get tshirt design for program	6/12/2021	6	Gary
Advertising / Program	<input checked="" type="checkbox"/>	Get band descriptions	6/21/2021	6	Gary At risk
Advertising / Program	<input checked="" type="checkbox"/>	Art and payments - final due date	6/19/2021	6	Gary
Advertising / Program	<input checked="" type="checkbox"/>	Send art to Charlie McGuire (graphic designer)	6/19/2021	6	Gary At risk
Advertising / Program	<input checked="" type="checkbox"/>	Develop draft of program	6/26/2021	6	Charlie McGuire At risk
Advertising / Program	<input checked="" type="checkbox"/>	Present draft program to committee	7/3/2021	7	Gary
Advertising / Program	<input checked="" type="checkbox"/>	Provide edits to program	7/10/2021	7	Committee
Advertising / Program	<input checked="" type="checkbox"/>	Final program layout	7/11/2021	7	Gary
Advertising / Program	<input type="checkbox"/>	Send program to News Record for printing	7/12/2021	7	Gary
Advertising / Program	<input type="checkbox"/>	Pick up programs	8/5/2021	8	Gary

Press

Press	<input checked="" type="checkbox"/>	Initial press release with band announcement	7/24/2021	7	Jim
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Beer Garden

Beer Garden	<input type="checkbox"/>	Confirm beer vendors				
Beer Garden	<input type="checkbox"/>	Update website with current beer vendors				
Beer Garden	<input type="checkbox"/>	Confirm 2021 location				

Arts Vendors

Arts Vendors	<input checked="" type="checkbox"/>	Email arts vendors from prior years	2/1/2020	2	Katie	12 responses
Arts Vendors	<input checked="" type="checkbox"/>	Email possible vendors, identified during year	3/11/2020	3	Katie	
Arts Vendors	<input type="checkbox"/>	Open arts vendor application on site	6/4/2021	6	Katie	NOT OPEN YET?
Arts Vendors	<input type="checkbox"/>	Close arts vendor app on the site	8/21/2021	8	Katie	
Arts Vendors	<input type="checkbox"/>	Arts vendor payments due	8/24/2021	8	Katie	
Arts Vendors	<input type="checkbox"/>	Send contracts to vendors	9/4/2021	9	Katie	
Arts Vendors	<input type="checkbox"/>	Assign prelim spaces	9/18/2021	9	Katie	
Arts Vendors	<input type="checkbox"/>	Send liability forms	9/22/2021	9	Katie	
Arts Vendors	<input type="checkbox"/>	Write thank you notes to arts vendors	10/10/2021	10	Katie	

Kids Zone

Kids Zone	<input type="checkbox"/>	Contact kids zone vendor	8/21/2021	8	Katie	
	<input type="checkbox"/>	Negotiate contract with vendor	8/31/2021	8	Katie / Tom	
Kids Zone	<input type="checkbox"/>	Get ride sizes from vendor	9/4/2021	9	Katie	

Printing and Signage

Printing and Signage	<input type="checkbox"/>	Provide tshirt design for all printing	6/12/2021	6	Susan / Kerry	
Printing and Signage	<input type="checkbox"/>	Inventory existing signs and banners	6/4/2021	6		
Printing and Signage	<input type="checkbox"/>	Identify signs / banners needed for this year	8/3/2021	8		
Printing and Signage	<input type="checkbox"/>	Paint over old signs	7/19/2021	7	Jim	
Printing and Signage	<input type="checkbox"/>	Order new signage	8/21/2021	8		
Printing and Signage	<input type="checkbox"/>	Print Vendor Maps	9/18/2021	9		

Printing and Signage	<input type="checkbox"/>	Print / laminate VIP Passes	9/18/2021	9	Tarquin
Printing and Signage	<input type="checkbox"/>	Print Vehicle passes	9/18/2021	9	
Printing and Signage	<input type="checkbox"/>	Signs for Deaf Area	9/18/2021	9	Jim

Park Layout and Set up

Park Layout and Set up	<input type="checkbox"/>	Order port-a-johns	8/15/2021	8	Jamie
Park Layout and Set up	<input type="checkbox"/>	Determine hand sanitizer stations	8/15/2021		
Park Layout and Set up	<input type="checkbox"/>	Obtain hand sanitizer and extra masks	8/15/2021		
Park Layout and Set up	<input type="checkbox"/>	Determine general park layout	6/1/2021	6	ASAP!
Park Layout and Set up	<input type="checkbox"/>	Determine number of arts vendors	8/1/2021	8	
Park Layout and Set up	<input type="checkbox"/>	Determine prelim placement of Kids Zone	8/15/2021	8	
Park Layout and Set up	<input type="checkbox"/>	Walk the park	8/3/2021	8	
Park Layout and Set up	<input type="checkbox"/>	Develop final map layout	8/15/2021	8	Arts Vendors, Food Vendors, Kids Zone, Port-a-johns

Critical Dates	Event
8/7/2021	"pretend Mayfest"
8/21/2021	"pretend Memorial Day"
10/2/2021	M'stock
10/3/2021	M'stock

Meeting Schedule	Date	Notes
December	12/11/2019	Cancelled
January	1/8/2020	
February	2/12/2020	
March	3/11/2020	
April	4/8/2020	
May	5/13/2020	
June	6/10/2020	
July	7/8/2020	
August	8/12/2020	
September	9/9/2020	
October	10/14/2020	
November	11/11/2020	
December	12/9/2020	Skip

