

Maplewoodstock - 2023

Task List - *Katie*

SORT BY TASK				
Workstream	Description	Due Date	Assigned to	
Arts Vendors	Email arts vendors from prior years	3/8/2023	Katie	
Arts Vendors	Email possible vendors, identified during year	4/12/2023	Katie	
Arts Vendors	Open arts vendor application on site	4/12/2023	Katie	
Arts Vendors	Close arts vendor app on the site	5/29/2023	Katie	
Arts Vendors	Arts vendor payments due	6/1/2023	Katie	
Arts Vendors	Send contracts to vendors	6/10/2023	Katie	
Arts Vendors	Assign prelim spaces	6/24/2023	Katie	
Arts Vendors	Send liability forms	6/28/2023	Katie	
Arts Vendors	Write thank you notes to arts vendors	7/16/2023	Katie	
Beer Garden	Volunteer form to Elks	6/14/2023	Katie	
Kids Zone	Contact zids zone vendor	3/1/2023	Katie	
Kids Zone	Negotiate contract with vendor	4/1/2023	Katie / Tom	
Kids Zone	Get ride sizes from vendor	6/1/2023	Katie	
Park Layout and Set up	Determine number of arts and food vendors	4/12/2023	Katie	
Park Layout and Set up	Determine prelim placement of Kids Zone	5/10/2023	Katie	
Printing and Signage	Print Vendor Maps	6/24/2023	Katie / Susan	

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Kids Zone	Contact zids zone vendor	3/1/2023	Katie	
Arts Vendors	Email arts vendors from prior years	3/8/2023	Katie	
Kids Zone	Negotiate contract with vendor	4/1/2023	Katie / Tom	
Arts Vendors	Email possible vendors, identified during year	4/12/2023	Katie	
Arts Vendors	Open arts vendor application on site	4/12/2023	Katie	
Park Layout and Set up	Determine number of arts and food vendors	4/12/2023	Katie	
Park Layout and Set up	Determine prelim placement of Kids Zone	5/10/2023	Katie	
Arts Vendors	Close arts vendor app on the site	5/29/2023	Katie	
Arts Vendors	Arts vendor payments due	6/1/2023	Katie	
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