

Status Tracker

Saturday, June 06, 2020

6

Due This Month: 38

Overdue: 25

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	10/31/2019	10	Tom	
Budget	<input checked="" type="checkbox"/>	Set budget for bands	11/30/2019	11	Tom	
Budget	<input checked="" type="checkbox"/>	Set final budget	12/31/2019	12	Tom	
Adminstration	<input checked="" type="checkbox"/>	File for Event Permit	2/1/2020	2	Jamie	filed by Jamie
Adminstration	<input checked="" type="checkbox"/>	Apply for Mayfest	2/1/2020	2	Kerry	Accepted
Adminstration	<input checked="" type="checkbox"/>	Apply for Liquor license for beer garden	1/31/2020	1	Tom	
Adminstration	<input type="checkbox"/>	Obtain event liability insurance	4/30/2020	4	Tom	
Adminstration	<input type="checkbox"/>	Town Council at Committee Meeting	11/20/2019	11		at request
Adminstration	<input type="checkbox"/>	Obtain approval for Beer Garden at Town Council nr	6/5/2020	6	Tom	New date?
Adminstration	<input type="checkbox"/>	Schedule Dept Meeting with Town			Tom	Prelim meeting held - see
Adminstration	<input type="checkbox"/>	Department Head meeting	8/15/2020		Tom	Others to attend
Budget	<input type="checkbox"/>	Issue public appeal for funds	8/31/2020	8	Tom	Determine proper date / tools

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 type="checkbox"/>	Update advertisers on website	6/1/2020		Jim	

Headliners

Headliners	<input checked="" type="checkbox"/>	Review running list and agent recommendations	6/5/2020	6	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Develop list of top choices	6/5/2020	6	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Propose top choices with costs	6/5/2020	6	Tarquin	Determine if we want 1 "big" headliner or multiple smaller
Headliners	<input checked="" type="checkbox"/>	Feedback from committee	6/5/2020	6	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Prelim decisions	6/5/2020	6	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Talk to agents on availability, cost, routing	6/5/2020	6	Tarquin	Contract sent to Galactic;
Headliners	<input checked="" type="checkbox"/>	Recirculate to the team	6/5/2020	6	Tarquin	
Headliners	<input checked="" type="checkbox"/>	Get signed contracts from headliners	3/30/2020	3	Tarquin	
Headliners	<input type="checkbox"/>	Review riders	6/5/2020	6	Tarquin	
Headliners	<input type="checkbox"/>	Finalize riders	6/1/2020	6	Tarquin	
Headliners	<input type="checkbox"/>	Provide rider details to production company	6/1/2020	6	Tarquin	

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	3/11/2020	3	Tom	368 Event Management LLC
Production Company	<input checked="" type="checkbox"/>	Get pricing on stage, lights, front	1/30/2020	1	Tarquin	
Production Company	<input type="checkbox"/>	Review headliner band riders	6/5/2020	6	Tarquin	
Production Company	<input type="checkbox"/>	Agreement on headliner riders	6/5/2020	6	Tarquin	

Production Company	<input type="checkbox"/>	Price backline with production company	6/5/2020	6	Tarquin
Production Company	<input type="checkbox"/>	Work with production co to reduce costs	6/5/2020	6	Tarquin
Production Company	<input type="checkbox"/>	Review proposal with road managers	6/5/2020	6	Tarquin
Production Company	<input type="checkbox"/>	Lock in the back line	9/3/2020	9	Tarquin

Merchandise

Merchandise	<input checked="" type="checkbox"/>	Identify possible designers	1/6/2020	1	Kerry	
Merchandise	<input checked="" type="checkbox"/>	Select designers	2/7/2020	2	Kerry	
Merchandise	<input checked="" type="checkbox"/>	Share design progress	2/7/2020	2	Kerry	replace lights with the hanging items from stage. eye chart on back. Something collegiate on front.
Merchandise	<input type="checkbox"/>	Presentation of final designs	6/10/2020	6	Kerry	
Merchandise	<input type="checkbox"/>	Assemble order & send to printer	6/26/2020	6	Kerry	
Merchandise	<input type="checkbox"/>	Confirm colors, sizes and styles with printer	7/10/2020	7	Kerry	
Merchandise	<input type="checkbox"/>	Submit order to printer	7/10/2020	7	Kerry	
Merchandise	<input type="checkbox"/>	Order any additional merch	7/10/2020	7	Kerry	
Merchandise	<input type="checkbox"/>	Expected tshirt arrival date	7/31/2020	7	Kerry	
Merchandise	<input type="checkbox"/>	Shirt folding	8/7/2020	8	Kerry	
Merchandise	<input type="checkbox"/>	Order lawn signs	7/15/2020	7	Kerry	
Merchandise	<input type="checkbox"/>	Provide design to Program	3/31/2020	3	Kerry	
Merchandise	<input type="checkbox"/>	Post design to website	7/31/2020	7	Jim	

Volunteers

	<input type="checkbox"/>	Create online volunteer form for advance signature	9/3/2020			Merch, Beer Garden, Canopy
Volunteers	<input type="checkbox"/>	Identify volunteers for Mayfest	7/31/2020	7	Kerry	
Volunteers	<input type="checkbox"/>	Develop schedule for Mayfest	8/7/2020	8	Kerry	

Volunteers	<input type="checkbox"/>	Identify volunteers for Duck Races	8/7/2020	8	Kerry	
Volunteers	<input type="checkbox"/>	Develop Schedule for Duck Races	8/14/2020	8	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2020	6	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2020	6	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2020	6	Kerry	
Volunteers	<input type="checkbox"/>	Identify volunteers for street sales: (date)	6/1/2020	6	Kerry	
Volunteers	<input type="checkbox"/>	Determine inventory of needed volunteers for the v	8/22/2020	8	Kerry	
Volunteers	<input type="checkbox"/>	Contact Lauralei Jacobs for sign language interprete	8/22/2020	8		

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	68 apps with 2 weeks to go; on target
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 commi	3/8/2020	3	Jim	Jamie, Kevin, Tarquin and Tom need copies
Band Application & Select	<input checked="" type="checkbox"/>	Schedule listening committee meeting	3/1/2020	3	Tom	
Band Application & Select	<input checked="" type="checkbox"/>	Determine number of band slots, based on headlin	3/22/2020	3	Tom	18-20
Band Application & Select	<input type="checkbox"/>	Hold listening committee meeting	6/20/2020	6	Tom	6:30 PM
Band Application & Select	<input type="checkbox"/>	Complete band decisions	6/21/2020	6	Tom	
Band Application & Select	<input type="checkbox"/>	Build band schedule	6/21/2020	6	Tom	
Band Application & Select	<input type="checkbox"/>	Send congratulation letters	6/21/2020	6	Tom	
Band Application & Select	<input type="checkbox"/>	Send "thank you for applying" letters	6/21/2020	6	Tom	
Band Application & Select	<input type="checkbox"/>	Band responses due	6/28/2020	6		
Band Application & Select	<input type="checkbox"/>	Local bands confirmed	6/29/2020	6	Tom	
Band Application & Select	<input type="checkbox"/>	Collect band info for press release and program	7/31/2020	7	Tom	

Band Application & Select	<input type="checkbox"/>	Send "save the date" email for the band meeting	8/4/2020	8	Tom
Band Application & Select	<input type="checkbox"/>	Band meeting	9/3/2020	9	Tom
Band Application & Select	<input type="checkbox"/>	Receive lyrics from bands for interpreters	9/19/2020	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 type="checkbox"/>	Committee to review list of advertisers to help.	4/8/2020	4	All
Advertising / Program	<input type="checkbox"/>	Collect art and payments from sponsors	6/5/2020	6	Gary
Advertising / Program	<input type="checkbox"/>	Get tshirt design for program	6/19/2020	6	Gary
Advertising / Program	<input type="checkbox"/>	Get band descriptions	6/29/2020	6	Gary At risk
Advertising / Program	<input type="checkbox"/>	Art and payments - final due date	6/26/2020	6	Gary
Advertising / Program	<input type="checkbox"/>	Send art to Charlie McGuire (graphic designer)	6/26/2020	6	Gary At risk
Advertising / Program	<input type="checkbox"/>	Develop draft of program	7/3/2020	7	Charlie McGuire At risk
Advertising / Program	<input type="checkbox"/>	Present draft program to committee	7/10/2020	7	Gary
Advertising / Program	<input type="checkbox"/>	Provide edits to program	7/17/2020	7	Committee
Advertising / Program	<input type="checkbox"/>	Final program layout	7/18/2020	7	Gary
Advertising / Program	<input type="checkbox"/>	Send program to News Record for printing	7/19/2020	7	Gary
Advertising / Program	<input type="checkbox"/>	Pick up programs	8/12/2020	8	Gary Before Mayfest

Press

Press	<input type="checkbox"/>	Initial press release with band announcement	7/31/2020	7	Jim
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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	6/5/2020	6	Katie

Arts Vendors	<input type="checkbox"/>	Close arts vendor app on the site	8/21/2020	8	Katie
Arts Vendors	<input type="checkbox"/>	Arts vendor payments due	8/24/2020	8	Katie
Arts Vendors	<input type="checkbox"/>	Send contracts to vendors	9/5/2020	9	Katie
Arts Vendors	<input type="checkbox"/>	Assign prelim spaces	9/19/2020	9	Katie
Arts Vendors	<input type="checkbox"/>	Send liability forms	9/23/2020	9	Katie
Arts Vendors	<input type="checkbox"/>	Write thank you notes to arts vendors	10/11/2020	10	Katie

Kids Zone

Kids Zone	<input type="checkbox"/>	Contact zids zone vendor	8/22/2020	8	Jamie	Katie has new option; see notes
Kids Zone	<input type="checkbox"/>	Get ride sizes from vendor	6/15/2020	6	Jamie	

Printing and Signage

Printing and Signage	<input type="checkbox"/>	Provide tshirt design for all printing	6/19/2020	6	Kerry
Printing and Signage	<input type="checkbox"/>	Inventory existing signs and banners	6/5/2020	6	
Printing and Signage	<input type="checkbox"/>	Identify signs / banners needed for this year	8/4/2020	8	
Printing and Signage	<input type="checkbox"/>	Paint over old signs	7/20/2020	7	Jim
Printing and Signage	<input type="checkbox"/>	Order new signage	8/22/2020	8	
Printing and Signage	<input type="checkbox"/>	Print Vendor Maps	9/19/2020	9	
Printing and Signage	<input type="checkbox"/>	Print / laminate VIP Passes	9/19/2020	9	Tarquin
Printing and Signage	<input type="checkbox"/>	Print Vehicle passes	9/19/2020	9	
Printing and Signage	<input type="checkbox"/>	Signs for Deaf Area	9/19/2020	9	Jim

Park Layout and Set up

Park Layout and Set up	<input type="checkbox"/>	Order port-a-johns	7/5/2020	7	Jamie	
Park Layout and Set up	<input type="checkbox"/>	Determine general park layout	1/31/2020	1		New proposal from Katie; except there is town input. NEW approach.
Park Layout and Set up	<input type="checkbox"/>	Determine number of arts vendors	1/31/2020	1		
Park Layout and Set up	<input type="checkbox"/>	Determine prelim placement of Kids Zone	1/31/2020	1		See notes from Tom's prelim meeting with Town

Park Layout and Set up	<input type="checkbox"/>	Walk the park	8/4/2020	8	
Park Layout and Set up	<input type="checkbox"/>	Develop final map layout	9/19/2020	9	Arts Vendors, Food Vendors, Kids Zone, Port-a-johns

Critical Dates	Event
8/14/2020	"pretend Mayfest"
8/21/2020	"pretend Memorial Day"
10/3/2020	M'stock
10/4/2020	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

