***Open Item List***

***Items marked in RED indicate items that still need to be completed or confirmation that they are completed.***

Bands:

* Stage Plots – 100% Completed!
* Lyrics – Missing 4 bands and all 3 headliners
  + Laurellie had indicated that she will not have her interpreters on stage for bands that do NOT submit lyrics – that includes headliners
  + One interpreter reached out to a band
* Vehicle Access Pass – issued
* Map – issued. Told them Dunnell at band meeting
* Still need to finalize the announcement schedule. See google doc – resend to all
* Gary will handle sponsor slots; will need to move the announcements
* Load in at bridge then for parking: Oakview to Civic house for band
* Saturday / Sunday Wristbands. Susan to bring.
* Susan to bring 2 hand trucks to help bands unload

Headliners:

* Advance meeting – requests sent by Tarquin, all pending (Remember Jones in process)
  + Tarq to contact Nation Beat re: payment on-site with certified.check
* Hospitality Rider – TBD
* TL need help with shopping and set up
* Do they need a Vehicle Access Pass? Tom to do
* Green Room – Civic House Reserved – Tom to confirm with the Y
  + Tom to ensure that it is clean for headliners
  + Tarq asked about water for Green Room; how much is needed so we can evaluate if we have enough from Open Water cans – couple cases
  + Do we need coolers for the Green Room? TL needs 2 more/ Gary’s to green room
* Do we need to transport any of the headliners from the green room to the stage?

Production Company:

* Everything is set on their end.
* Parking for techs to be on the north field by the field house.
* Discussed the extra speakers – waiting hear from Rick to discuss location; can we set up and test on Friday/Saturday morning
* TL found lights that could be stick lights on the stage as an option
* Discuss placement of Sign Language interpreters – a separate platform? Is there anything else we can do?
* Need to provide 368 with Vehicle Access Passes. Tom to create

Food Vendors:

* All slots filled. Some new ones. 11/26
* All vendors have provided necessary documentation to the township? In process; KC following up with town. Deadline was Monday so he can chase
* Vehicle Access Pass? Yes – needed from Tom
* Ice? Talked to Shawn from AAA Ice for 10am Sat and 11am Sun. Vendors will buy own. He will be in food vendor area. We can get for backstage as needed
* Parking? KC will email the vendors with times and locations and parking instructions for Dunnell
* Marking out spaces? KC to mark on Friday ; Danny signed up for 1pm to 3pm to assist; susan has flags. Need to know if we have existing spray paint – TL to check with Jim
* Some will leave at dark or when out of food, but most stay for dinner crowd.

Art Vendors:

* Any outstanding payments? 5 still owe and will be booted tomorrow at midnight and we have a back up plan for them. The 4 others are getting a little more time
* All slots filled.
* Vehicle Access Pass? Need from Tom
* Map and parking guidance to be emailed; go to Baker first.
* Egress (in AND out)? 3 zones with one way traffic loop; zones to arrive at different times. Stagger by 30 mins; they have 30 mins to unload. Have a map to share with police. Starting at 7:30. Highlight Baker Street for Parking.
* Do we have all the needed volunteers? Covered
* Who is marking out spaces on Friday? Steve, Alison doing layout, Jamie and TL
* **Like them to stay at 6:30 or 7. Then leave before dark. Is there a place to get out of the field that is not by beer garden. Talk to Police for their recommendation. Is there a recommendation off Valley.**
* **Need something to create the lanes of traffic**
* **Add verbiage to map for police**

**Need decision on location for entrance of beer garden – does it need ot be confirmed?**

Merchandise:

* Are we still waiting on product? Jamie to pick up remainder of shirts tomorrow
* Tarquin to order more hats tomorrow
* Water bottles coming
* Pricing sheet? Susan to update
* Do we have all the needed volunteers? We need more – people usually sign up. Ask your friends
* CC Machine? DONE

Band Merchandise:

* Is there a volunteer available? Not specifically; need volunteers

Water sales?

* Water and sports drinks are purchased
* Do we have all the needed volunteers? NOT YET; SEE VOLUNTEER SECTION ABOVE
* CC machine? DONE; if sales are a bust and we don’t repeat we can return them for a refund after the festival.

Kids zone:

* **Kids Zone – need to arrive by 10am; need layout to guide Atlantic Health**
* Are there any outstanding items?Jamie talked to her today; seems on schedule
* Rainbow arch ordered. Arriving this weekend
* Rent Generator – DONE
* Need to clarify the layout

Conservancy:

* Still waiting on their response to Tom’s email

Advertisers/Sponsors:

* Are we missing any payments? 2 outstanding, $1300 from the last guy Gleamr; $500 from Natalie
* For those who need tents, is that all arranged? Yes
* Do any sponsors want to announce bands? Gary claimed the spots
* Mark Slade can park by train station
* Farrell can drop off on Oakview and then park on Oakview

DPW:

* Finalize our list for Paul Kittner – to be sent to Kittner once completed
  + Emergency lane in front of stage
  + Snow fencing around backstage
  + We have pennant flags to make some places look better (sound booth, snow fence, front of stage)
  + Existing snow fencing from July 4 - what should stay/go?
  + Walking lanes - marked after 12PM Friday
    - Aisles to be done in colored tape (not caution)
    - Aisle posts will have battery-operated lights
  + Need help installing 36 posts for signage after walking lanes installed - confirm DPW availability. (ask DPW if they have)
  + Dumpster (we said 2)
  + Confirm extra recycling and trash receptacles and frequency of emptying; especially at night.
  + Light Towers DPW has 3 (MWPD have yet to respond to our request about the county – Tom to speak with Sgt Fields)
  + Ask about use of the cart
  + Welcome to use volunteer tent for shade and water
  + Can they provide some extra traffic cones to use to help direct traffic off Valley and around to Dunnell & Oakview? (We will have signs, may need a place to put them)
  + Borrowing Generator (need Friday afternoon on east field near Quiet Zone 0 Baker St. Side). Confirm whether uses diesel or regular gas.

MWPD:

* Need to reserve parking as follows:
  + Baker b/w Valley and Dunnell - vendors
  + Dunnell b/w Baker and Oakview – vendors and handicap
  + Dunnell b/w Oakview and approx. the civic house - Bands
  + Oakview b/w Valley and Dunnell – Food trucks, band load-in/out and headliners
  + Municipal Building lot - vendors
* Make Oakview one-way going west to east from Dunnell to Valley
* Coordinate with Vendor team regarding vendor parking
* Coordinate with Vendor team regarding vehicle egress into/out of park
* Light Towers from the county.

Back stage:

* Ice
* Coolers
  + Tom to provide one large cooler
  + Kevin to provide one large cooler, bring extra
  + TL will use his for green room
* Water - WILL SUPPLY CANS FROM LARGE ORDER; GARY EXCHANGED WATER DONATION FOR ICE.
* Lighting / Decor? All set.
* Popup canopy 10 x 20 -balloon lights from production
* Canopy with sides 10x10
* Extension cords and lights

Port-o-Johns:

* 2 for Staff/headliners – same location as last year (near walking path behind trillium – not too close)
* Cleaning people – Susan has emailed Charlotte & Diana Arevalo. Awaiting confirmation.
* Have to get them cleaned on Sunday morning – move then to the curb

Canopy Lottery:

* Lottery system up and running? YES - READY TO LAUNCH SATURDAY.
* Auction for “Premier experience”? LAUNCHED 6/27; SUSAN AND BRAD HANDLING SETUP AND DECOR.
* Gift cards from Village Trat (Tom to pick up)

Staff Canopies:

* How many (8?) and where can they be placed on the hill? COMMITTEE CANOPIES TO LEFT OF LARGE TREE (LOOKING AT THE STAGE). FREQUENTLY EMPTY IN PAST YEARS SO PLEASE ONLY ASK IF YOU NEED. ON RIGHT OF TREE WILL BE 2 FOR CANOPY TEAM/MARWAN (CANOPY WEBSITE DESIGNER). No more than 6 total
* Platform to be moved down from the tree.No platform this year

Artwork/Aesthetics:

* Jim has someone reached out to Tom and Marcia / Amy lined up
* Reangle lights down onto field

Signs:

* ordered (includes “you are here”, “maps”, “welcome”, and “directions”; arriving July 8
* General placement known; final to be determined on Friday in the park. SUSAN, BRAD, and JIM can coordinate install.

Sensory Area:

* Brad and Susan in touch with Together We Bloom
* SAV vehicle scheduled for delivery Friday; DPW providing generator.
* Maplewoodstock website to be updated
* Asked for announcements from stage as to location.

Infant Care Area:

* Signage ordered
* Make announcements from stage
* Nothing else needed

Friday set-up:

* Who will be there and when?
  + Tom – as early as needed until 6pm
  + Susan as early as needed until dark
  + Brad as early as needed until dark. Canopy dropoff ends Friday at 7PM - should be final task of the night.
  + TL until dark
  + Jim until dark
  + Jamie in morning

“Home Depot” list:

* Separate list

**Volunteers**

* Overall sign-up status? [Maplewoodstock: Maplewoodstock 2024 Volunteering (signupgenius.com)](https://www.signupgenius.com/go/10C0B4AA9A82CA1FBC07-49405539-maplewoodstock#/) - 84 SHIFTS LEFT TO FILL - NEED TO PROMOTE HEAVILY.
* Do the vendor volunteers (the 3 from subcommittee) get parking passes at discretion
* All volunteers to check in at tent and get wristbands’
* Did we get volunteer t-shirts? TL to make shirts
* All committee members to get Vehicle Access Passes
* Brad to print the passes

**Use the new platform to auction the paintings – QR code**

**Jeremy Moss and the Studio Tour to set up on lacrosse backstop**