

**Four Winds Performing Arts Center
Maggie Sansone Concert 12 Dec**

Task Description	Start Date	Finish Date	% Comp.	Resource	days	weeks
Dec 12th Maggie Sansone Concert	9/8/2009	12/8/2009			90	12.8
Audio and Lighting Equipment						
Charge Winn Krozack with locating merchandise	10/7/2009	10/7/2009	100%	BOD		
Ensure funds in proper account	10/7/2009	10/14/2009		Molly		
Purchase Equipment		11/13/2009		Winn, Doug, Mike		
Install equipment	11/13/2009	11/20/2009		Winn, Mike		
Test Equipment / Operator training	11/20/2009	12/6/2009		Winn, Mike		
Sound Check 5pm-6pm	12/12/2009	12/12/2009				
Concert 7pm-9pm	12/12/2009	12/12/2009				
Concert Web Page						
Develop stand alone web page for concert	10/3/2009	10/7/2009	100%	Lindy		
Update as required		12/12/2009		Lindy		
Ticket Sales						
Activate online purchasing	10/1/2009	10/5/2009	100%	Patti		
Establish email account	10/1/2009	10/1/2009	100%	Mike		
Install voice mail	10/4/2009	10/14/2009	20%	Mike		
Monitor Ticket Sales	10/5/2009	12/12/2009				
Monitor Voice Mail / Email	11/20/2009	12/6/2009				
Parish Communication						
Initial concert specific announcement	10/11/2009	10/11/2009	100%			
First Opportunity ticket sales	10/11/2009	10/11/2009	100%			
Follow up ticket sales	10/18/2009		20%			
Status Update						
Post concert report	12/13/2009	12/13/2009				
Concert specific Marketing						
Develop plan	10/6/2009	10/6/2009	100%	BOD		
Write press release	10/7/2009	10/14/2009		Doug		
Initial Sign Board	10/14/2009	11/6/2009	80%	Mike		
Distribute release to media	10/14/2009	10/21/2009		Doug		
Coordinate 'Free' advertising	10/7/2009	10/21/2009		Doug		
Distribute release to diocese	10/14/2009	10/21/2009	100%	David		
Purchase Advertising	10/27/2009	12/5/2009	30%	Doug		
Arrange for press at concert	10/7/2009	12/12/2009				
Administration						
Incorporate	10/1/2009	10/21/2009	50%	BOD		
Establish checking account	10/14/2009	11/14/2009		awaiting docs		
Accounting setup	10/7/2009	10/21/2009		Molly		
Create Playbill	11/9/2009	12/7/2009				
Print Playbill	12/10/2009	12/10/2009				
Volunteer Labor						
Identify manpower needs	10/6/2009	10/6/2009	100%	BOD		
Create job descriptions	10/6/2009	10/13/2009		Vinton		
Recruit volunteers	10/13/2009	10/27/2009		BOD		
Organizational meeting	11/10/2009	11/10/2009		Vinton		
Reminder email / meeting	12/4/2009	12/5/2009		Vinton		
Sound Check 5pm-6pm	12/12/2009	12/12/2009				
Concert 7pm-9pm	12/12/2009	12/12/2009				
Food and Beverage						
Identify Artist needs	10/1/2009	10/21/2009	100%	Vinton		
Establish Public Refreshment sales items	10/7/2009	11/14/2009		BOD		
Order food items	12/7/2009	12/10/2009				
Order alcohol	12/7/2009	12/10/2009				
Purchase / deliver food items		12/12/2009				
Purchase / deliver alcohol		12/12/2009				
Restock / return unused items	12/13/2009					
Sound Check 5pm-6pm	12/12/2009	12/12/2009				
Concert 7pm-9pm	12/12/2009	12/12/2009				