

Task	Who	June	July	August	September	October	November	December	January	February	March
Committee meetings											
Organising roles locked in											
Budget drafted											
Budget finalised											
Broad Program drafted											
Broad Program of Events finalised											
SPECIAL PROJECT / COMMUNITY PROJECT											
Grant											
ARTIST SELECTION & MGT											
Artist applications close											
Draft artist contracts circulated to committee for review											
Shortlisting artists- presented to committee for review											
Artists finalised											
Finalise artists / contracts - pub											
Pub Artists contracts signed & returned											
Finalise artists / contracts - street, hall, other											
Street, Hall, Other Artists contracts signed & returned											
WORKSHOPS											
Workshops shortlisted											
Workshops finalised											
SPONSORSHIP											
Develop Sponsorship proposals for review by committee											
Sponsorship letters go out pre end financial year											
Sponsorship letters go out to the rest											
Major sponsors finalised (for poster)											
All sponsors finalised (for program)											
Thankyous, eval, final report											
MARKET											
Draft stall holder terms and conditions											
Finalise and post on website											
PUBLICITY											
Comprehensive review of last festival											
Call for / promote artist applications											
Develop Publicity campaign for review by committee											
Implement paid publicity											
Facebook campaign											
Website updated											
Website - artists announced											
Website - sponsors listed											
Website - skeleton program											
Website - detailed program updates											
Skeleton program draft											
Program Document draft for review											
Program Document finalised (pending last minute minor changes)											
Preliminary program printed and distributed											
Program Document printed											
Poster draft for review											
Poster finalised											
Poster printed and distributed											
PERMITS / LIAISON											
Road Closure planning											
Meet with Rec Reserve Committee for planning											
Liaison for indigenous welcome etc											
Risk Management Planning											
App. to Shire - community event											
App. to Shire - street closure											
Letter to residents re street closure											
Insurance											
Water trailer booking											
Permits/Shire for erecting signs											
APRA permit											
Book fencing, security, toilets for pub											
Book stage											
FESTIVAL WEEKEND											
Packup / clean venues											
Feedback evaluation											
Thankyous											
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