

Sept. 10, 2023 Concert Battle Plan

Performer: Bob DePaolo

Concert and Cruise Night on Sunday Sept. 10 from 4-6 p.m. at Town Hall

Updated Aug. 14, 2023

Eight Weeks Ahead (week of July 16)

- ⊖ Obtain permission to use ARD field for Cruise Night.
- ⊖ Book the musicians
- ⊖ Enlist Jamie Gendron for food concession
- ⊖ Enlist Michelle Buckland & ARD students for bake sale and school logo items.
- ⊖ Sign up Baker Street Irregulars for specific tasks.

Seven Weeks Ahead (week of July 23)

- ⊖ Order 25 yard signs with concert date. (1-2 week delivery)

Six Weeks Ahead (week of July 30)

- ⊖ Design the concert flyer and print 30 color copies. Make available at Town Hall.
- ⊖ Create, upload, & e-mail Allenstown Alt concert web page to residents.
- ⊖ Create, upload & e-mail town concert web page to residents.
- ⊖ Contact Fire Chief to request a fire engine.
- ⊖ Order a portable toilet (Best Septic Service).

Five Weeks Ahead (week of Aug. 6)

- ⊖ Request town checks for musicians and septic company.
- ⊖ Post fliers at local businesses (see **Business Locations for Flyers** in the EDC Toolshed).
- ⊖ Send flyer to school principal or designee for sending to parents.
- ⊖ Post concert & cruise night notices on local Facebook sites.
- ⊖ Once yard signs are received, deliver to Highway Dept. to fasten wooden stakes.
- ⊖ Notify any individual classic car owners about Cruise Night.

Four Weeks Ahead (week of Aug. 13)

- ⊖ Install yard signs around town (see **Locations for Yard Signs** in the EDC Toolshed).
- ⊖ Get town departments to advertise concert on their message boards.
(Transfer Station, Police Station, Town Hall, Fire Station).

Two Weeks Ahead (week of Aug. 27)

- ⊖ Expect check from Finance Dept for musicians and septic company.
- ⊖ Verify that the musicians are still on schedule.
- ⊖ Verify that the food concession is still on schedule.
- ⊖ Verify that the ARD Student Council is on schedule.
- ⊖ Verify visit by AFD fire engine.
- ⊖ Hand out flyers at Arnie's Place (Tuesday) & Candia Cruise Night (Thursday).
- ⊖ Request that Highway Dept. mow lawn and install frame for big tent next week.

One Week Ahead (week of Sept. 3)

- ⊖ Pick up check for musicians from Finance Dept.
- ⊖ Send second E-mail news flash to Allenstown Alt mailing list.
- ⊖ Send second E-mail news flash to town mailing list.
- ⊖ Verify that Highway Dept. mowed the lawn and installed the frame for the big tent.
- ⊖ Hand out flyers at Arnie's Place & Candia Cruise Night

Thursday & Friday Before

- ⊖ **Thursday:** Obtain key for Speed Wagon garage (for power for food concession).
- ⊖ **Thursday:** Verify electric power at the Gazebo.
- ⊖ **Friday:** Verify that the portable toilet was delivered and properly located.
Best Septic to deliver invoice to Finance Dept. Payment will then be mailed.

Saturday Evening Before

- ⊖ EDC members to arrive about 4:30-5:00 p.m. to fasten tarp onto the big tent.

Day of Concert (Sept. 10, 4:00 p.m.)

- ⊖ Install Cruise Night signs on School St.
- ⊖ EDC members to arrive about 3:00-3:30 p.m.
- ⊖ Expect musicians to arrive. Expect food concession crew.
- ⊖ Open Speed Wagon garage for power usage by food concession.
- ⊖ At 4:00, welcome audience, thank each EDC member, announce & introduce business donors; announce cruise night & introduce band.
- ⊖ At mid-concert, pay band for performance.
- ⊖ **End of concert:** Announce next event, lock Speed Wagon garage & town hall, clean up the grounds.

Afterward Concert

- ⊖ Verify that check was mailed to portable toilet vendor.
- ⊖ Remove Cruise Night yard signs from School St. and store in town hall basement.
- ⊖ Remove Concert yard signs from around town and store in town hall basement.
- ⊖ Review positive and negative aspects of the event at the next EDC meeting.