**Concert Series Planning**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description of Task** | **How long will it take?** | **Date to Start** |
| 1 | Find Talent/Artist | 5 Days | 9/1/2018 |
| 2 | Finalize Artist and performance date | 2 days |  |
| 3 | Call auditorium and check date availability | 6 days |  |
| 4 | Negotiate with auditorium | 3 days |  |
| 5 | Confirm auditorium date and pay in advance | 2 days |  |
| 6 | Book advertisement slots in media | 21 days |  |
| 7 | Print tickets | 20 days |  |
| 8 | Sell tickets | 10 days |  |
| 9 | Organize accommodations for artist’s group | 5 days |  |
| 10 | Organize travel arrangements | 5 days |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |
| 21 |  |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |
| 25 |  |  |  |