



Milestone		Description	Due Date	Responsible	Status	Days Late	Data Completed			
Show production - Tour Operations			01 Jul (2017)	Stephanie W.	Upcoming					
Tasks		Start Date	Date Due	Assigned To	Priority	Progress	Status	Estimated	Time	Billable
Afterparty	After party - start									
	• Meet as Drest arranged with details to create rider									
	What type of event: performance or meet & greet? date requests equipment etc.									
	• Receive signed rider for appearance									
	Signed rider with all requests signed and ready prior to show.									
	• Negotiate & Collect Appearance Fee									
	Confirm collection of appearance fee.									
	After party - appearance									
	• Receive confirmation of all venue details and itinerary									
	Follow up with coordinator of VIP party - Date • Arrival time • Departure time • location									
• Coordinate stakeholders and send reminder of event										
Send event details to stakeholders • Bus company • TLC • Tour crew • Manager to outline who is included here • Security										
Dance										
Dress										
Health										
Hospitality										
Insurance										
Production										
Video & Visual										
VIP's and Requests										
Agency - Offer Completed		Tickets can go on sale		16 Apr (2017)	Stephanie W.	Upcoming				
Creative services - assets				11 May (2017)	Stephanie W.	Upcoming				
Budget - Finalize				01 Jun (2017)	Stephanie W.	Upcoming				
Marketing - Tour operations				07 Jul (2017)	Stephanie W.	Upcoming				
Merchandise - Tour Operations				01 Jul (2017)	Stephanie W.	Upcoming				
Tax withholding				31 May (2017)	Stephanie W.	Upcoming				
Travel - Tour Operations				07 Jul (2017)	Stephanie W.	Upcoming				
Wardrobe - Tour Operations				07 Jul (2017)	Stephanie W.	Upcoming				