Project Report: Abbotsford - BC - Abbotsford Centre

Project Start Date: February 1, 2017 End Date: December 31, 2017

Completed Upcoming (next 7 days) Late

Total Houre: 43 hrs 20 mins — Total Estimated Time: 773 hrs 45 mins — Total Billable Time: 23 hrs 20 mins — Total Non Billable Time: 20 hrs



Milestone	Description		Due Date	Responsible		Sta	fus	Days Late		Date Completed
Show production - Tour Operations		01 Jul (2017)		Stephanie W.		Upcoming				
Tasklists		Start Date	Date Due	Assigned To	Priority	Progress	Status	Estimated	Time	Billable
erparty										
After party - deal		11 May (2017)	24 May (2017)	p-VIP m.			Not Started	None	None	None
Meet an Greet arranged with details to create rider		11 May (2017)	14 May (2017)	p-VIP m.			Not Started	10 hrs.	None	None
What type of event performance or meet & greet? date requests equipment etc.										
Receive signed rider for appearance		16 May (2017)	20 May (2017)	p-VIP m.			Not Started	1 hr	None	None
Signed rider with all requests signed and ready prior to show.										
Negotiste & Collect Appearance Fee		21 May (2017)	24 May (2017)	p-VIP m.			Not Started	1 hr	None	None
Continu collection of appearance fee.										
After party - appearance		29 May (2017)	30 Jun (2017)	a-VIP m.			Not Started	None	None	None
Receive confirmation of of venue details and itinerary		29 May (2017)	01 Jun (2017)	a-VIP m.			Not Started	1 hr	None	None
Followup with coordinator of VIP party: * Date * Arrival time * Departure time * location										
Coordinate stakeholders and send reminder of event		26 Jun (2017)	30 Jun (2017)	a-VIP m.			Not Started	None	None	None
Send event details to stakeholden: • Bus company • TLC • Tour crew : Manager to cuttine who is included here • Security										
								13 hrs	None	None
								OverlUnder	12 hrs	
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am .										
alth										
surjance										
aturation deduction										
to 8 Missail										
dec & Visual										
P's and Requests										
	Ticlesk care go on sale	16 Apr (2017)		Stephanie W.		Upcoming				
Ps and Requests	Totals on go orsafe	16 Apr (2017) 11 May (2017)		Stephanie W. Stephanie W.		Upcoming Upcoming				
Ps and Requests Agency - Offer Completed	Totals and go on sale									
P's and Requests Agency - Othe Completial Castless services - seasts	Tribals can go on safe	11 May (2017)		Stephanie W.		Upcoming				
Ps and Requests Approx - Othe Completed Continue services - seaste Bullyti - Frontian	Tokes on prior wis	11 May (2017) 01 Jun (2017)		Stephanie W. Stephanie W.		Upcoming Upcoming				
"s and Regular Service	Toke on print sile	11 May (2017) 01 Jun (2017) 07 Jul (2017)		Siephanie W. Siephanie W. Siephanie W.		Upcoming Upcoming Upcoming				
** a sed Regenetic Agency-Cife Completed Confine workers - state Englar-Finalize Mentalize - Transpartitions Mentalizer - Transpartitions Mentalizer - Transpartitions	Tribito on type or subs	11 May (2017) 01 Jun (2017) 07 Jul (2017) 01 Jul (2017)		Siephanie W. Siephanie W. Siephanie W. Siephanie W. Siephanie W.		Upcoming Upcoming Upcoming Upcoming				