

2017 Split Rock Wine Festival Planning

Task	Who?	Deadline	Comments
<i>Registration/Set Up</i>			
Send out Split Rock Registration	PWA	Complete	
Send Split Rock Registrataion Forms	PWA	Complete	
COI Confirmation	Split Rock	ASAP	PWA will need to send to wineries
Collect COI's from PA Wineries	PWA	ASAP	
Insurance certificate nameing PWA	Split Rock		additional insured, indemnifying the PWA
Send Split Rock Winery COI	PWA	6/1/2017	
Social Media Promotions	PWA	Ongoing	
Weekly Conferece Call	PWA/Split Rock	Ongoing	4/27/2017
Confirm areas for electicty on maps	Split Rock	5/17/2017	
Map proof submittted to PWA	Split Rock	5/17/2017	
Pick booths for wineries on electric needs	PWA		
Provide listing of booth #s	PWA	6/2/2017	
Send confirmation of booth location/details	PWA	6/5/2017	
Booth # and Winery names on booths	Split Rock	Prior to Check in	
<i>Event Details</i>			
# of security/staff for event	Split Rock		PWA can help communicate to wineries
# of restroom facililites/ vendor facilities	Split Rock	Prior to event	PWA can help communicate to wineries
Certify all employees - RAMP	Split Rock	Prior to event	PWA can provide RAMP link if needed
<i>Wine Check</i>			
Provide past content of slips	PWA	5/17/2017	
Order wine check slips	Split Rock	In stock by June 9	PWA can provide examples if needed
<i>Load Out</i>			
Lay out winery parking	Split Rock	2 weeks prior to event	PWA can help communicate to wineries
Establish load out plan for 3 areas	Split Rock	Prior to Event	PWA Can provide template if needed

