

Use the box on the left to mark completed tasks. Use the columns on the right and the days to target deadlines. This version is for those who plan by a date countdown.

Tasks	J	F	M	A	M	J	J	A	S	O	N	D
<b>240 + days before fair</b>												
<input type="checkbox"/> Review application materials	X											X
<input type="checkbox"/> Submit application	X	X								X	X	X
<input type="checkbox"/> Subscribe to email updates												
<b>120+ days before fair</b>												
<input type="checkbox"/> <a href="http://www.maine.gov/dacf/bigeprep">Start using Exhibitor Resources Library - www.maine.gov/dacf/bigeprep</a>		X	X	X	X							
<input type="checkbox"/> Orientation, review terms and conditions			X	X	X							
<input type="checkbox"/> Submit logistic, staffing updates to Management					X							
<input type="checkbox"/> Reserve lodging (e.g. hotel, rental, off-site RV, etc.)				X	X	X						
<b>80-90 days before fair (avg. June 1)</b>												
<input type="checkbox"/> RSVP for site visit (for 17-day renters paid in full)				X	X	X						
<input type="checkbox"/> Reserve storage (off-site, dead) and amenities				X	X	X	X					
<input type="checkbox"/> Current insurance certificates - Fair may view copies upon request				X	X	X						
<input type="checkbox"/> Pay MDACF exhibit invoice – Due July 1								X				
<b>60-70 days before fair</b>												
<input type="checkbox"/> Site visit (only for 17-day renters paid in full)						X	X					
<input type="checkbox"/> Set up local banking (on-site or nearby)						X	X	X				
<b>40-50 + days before fair</b>												
<input type="checkbox"/> Pay ESE for dead storage reservation						X	X	X				
<input type="checkbox"/> Completed paperwork required by ESE and/or town						X	X	X				
<input type="checkbox"/> Reserved internet						X	X	X				
<b>40+ days before fair – FOOD and BEVERAGE exhibitors completed:</b>												
<input type="checkbox"/> Permit applications and payment to Town of W. Springfield					X	X	X					
<input type="checkbox"/> Submit proof of training or certifications					X	X	X					
<input type="checkbox"/> Allergen training (food)					X	X	X					
<input type="checkbox"/> ServSafe training (food)					X	X	X					
<input type="checkbox"/> TIPS (alcoholic beverage)					X	X	X					
<b>10 Days before fair (just before Labor Day)</b>												
<input type="checkbox"/> Review suggested packing list; finish packing				X				X				
<input type="checkbox"/> Update emergency contact for self and staff				X				X				
<input type="checkbox"/> Print a copies of important documents to keep on site				X								
<b>Second Friday after Labor Day - Fair begins (on site)</b>												
<input type="checkbox"/> Admission & parking passes –from Maine Building Management										X		
<input type="checkbox"/> Review emergency evacuation plan, designate a staff meet-up site										X		
<input type="checkbox"/> On-site inspection by town official; receive permits when pass										X		
<input type="checkbox"/> Set up exhibit and locate key areas										X		
<b>Exhibition is over</b>												
<input type="checkbox"/> Clean up; remove all display materials, inventory, etc.										X		

Use the box on the left to mark completed tasks. Use the columns on the right to target deadlines. This version is for those who plan by topics or categories.													
✓	Tasks	J	F	M	A	M	J	J	A	S	O	N	D
	<b>Paperwork, required info to Building Management or Fair</b>												
<input type="checkbox"/>	Review application materials	X											X
<input type="checkbox"/>	Submit application	X	X									X	X
<input type="checkbox"/>	Subscribe to email updates	X								X	X	X	X
<input type="checkbox"/>	Reviewed Exhibitor Resources				X	X	X	X					
<input type="checkbox"/>	Orientation, review terms and conditions				X	X	X	X					
<input type="checkbox"/>	Submit logistic updates to Management							X					
<input type="checkbox"/>	Current insurance certificates - Fair may view copies upon request			X	X	X	X	X					
<input type="checkbox"/>	Submitted final staffing headcount to Maine Building Management			X	X	X	X	X					
<input type="checkbox"/>	Requested, scheduled site visit (only for 17-day renters paid in full)			X	X	X	X	X					
<input type="checkbox"/>	RSVP for site visit (for 17-day renters paid in full)									X			
	<b>Expenses</b>												
<input type="checkbox"/>	Reserve lodging (e.g. hotel, vacation rental, off-site RV, etc.)				X	X	X	X					
<input type="checkbox"/>	Reserve storage (off-site; on-site), and amenities				X	X	X	X					
<input type="checkbox"/>	Pay MDACF exhibit invoice – Due July 1							X					
<input type="checkbox"/>	Pay ESE for dead storage reservation						X	X	X				
<input type="checkbox"/>	Admission credentials (for non complimentary)								X	X			
	<b>Permits, Licensing - Town of W. Springfield, Fair</b>												
<input type="checkbox"/>	Obtain insurance certificates - Fair may view copies upon request				X	X	X						
<input type="checkbox"/>	Create online account (food permit application)				X	X	X						
<input type="checkbox"/>	Allergen training (food)	X	X	X	X	X	X						
<input type="checkbox"/>	ServSafe training (food)	X	X	X	X	X	X	X					
<input type="checkbox"/>	TIPS (alcoholic beverage)	X	X	X	X	X	X	X					
<input type="checkbox"/>	Liquor License Commission Meeting (alcoholic beverage)							X	X	X			
<input type="checkbox"/>	On-site inspection by town official; receive permits when pass									X			
	<b>Promotion and publicity</b>												
<input type="checkbox"/>	Contact collector for emails				X	X	X	X					
<input type="checkbox"/>	Professional marketing materials - product, price list, rack cards, signsetc.				X	X	X	X					
<input type="checkbox"/>	Scheduled event-related updates to social media and tag the Big E! fair				X				X	X			
	<b>Sales, labor, inventory, revenue, admin, etc.</b>												
<input type="checkbox"/>	Set up local bank account							X	X	X			
<input type="checkbox"/>	Recruit staff		X	X	X	X	X	X	X	X			
<input type="checkbox"/>	Staff training							X	X	X			
<input type="checkbox"/>	Inventory - ME PFG codes for Fair purchases due May 1				X	X	X	X	X				
<input type="checkbox"/>	Set budget and sales goals				X	X	X	X					
	<b>Event Preparation</b>												
<input type="checkbox"/>	<a href="http://www.maine.gov/dacf/bigeprep">Start using Exhibitor Resources Library - www.maine.gov/dacf/bigeprep</a>		X										
<input type="checkbox"/>	Review suggested packing list; finish packing				X				X	X			
<input type="checkbox"/>	Update emergency contact for self and staff				X				X	X			
<input type="checkbox"/>	Print a copies of important documents to keep on site			X	X	X	X	X					
<input type="checkbox"/>	Review emergency evacuation plan, designate a staff meet-up site											X	
<input type="checkbox"/>	Set up exhibit and locate key areas											X	
	<b>Post-Event</b>												
<input type="checkbox"/>	Clean exhibit space: remove all waste, tidy, ready for off-season deep clean											X	
<input type="checkbox"/>	Remove all display materials, inventory, etc.											X	
	<b>Admission, Passes, Etc. (Limited Complimentary)</b>												
<input type="checkbox"/>	Receive from Maine Bldg. Mgmt (at fair)											X	

This version is for those who want to customize their own to-do list. Use the box on the left to mark completed tasks. Use the columns on the right to put an X under the month.

✓		Color codes: Red = Due now! Yellow = Likely have a buffer if something goes wrong Green= OK to start
	Tasks	J F M A M J J A S O N D
[Vertical grid of 20 empty boxes for task completion tracking]	[Large empty area for listing tasks]	[Large empty area for marking months with X]

2025 Fair Dates

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
<b>KEY:</b>		9-Sep	10-Sep	11-Sep	12-Sep	13-Sep
Group A	Group D					ME
Group B	Group E					
Group C						
14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep
21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep
					HNE	
28-Sep						

Group	A	B	C	D	E	E
<b>What Is The Exhibit Duration?</b>						
# of exhibit days	17	6	6	5	1	1
Fair days	ALL ( # 1-17)	First six (#1 - 6)	Next six (# 7- 12)	Last five (# 13 - 17 )		
Open to public	10 AM - 9 PM	10 AM - 5 PM	10 AM - 5 PM			
Exhibit days	Friday- Sunday	Friday-Wednesday	Thursday-Tuesday	Wednesday-Sunday	Saturday	Friday
<b>When Does Load in Start?</b>						
Time	12:00 PM	12:00 PM	~ 9 PM until 10:30 PM	~ 9 PM until 10:30 PM	7:00 AM	7:00 AM
Day	Tuesday	Thursday	Wednesday night	Tuesday night	Saturday	Friday
<b>When Does Load in End?</b>						
Time(s)	5:00 PM	5:00 PM	6:30 AM to 8:30 AM	6:30 AM to 8:30 AM	9:00 AM	9:00 AM
Day	Thursday eve	Thursday eve	Thursday morning	Wednesday morning	Saturday	Friday
<b>When Does Load Out Begin?</b>						
Time(s)	~ 9 PM until 10:30 PM	5:00 PM	5:00 PM			
Day	Sunday night	Wednesday night	Tuesday night	Sunday night	Saturday	Friday
<b>When Does Load Out End?</b>						
Time(s)	6:30 AM to noon	6:30 AM to 8:30 AM	6:30 AM to 8:30 AM	6:30 AM to noon	7:00 PM	7:00 PM
Day	Monday	Thursday morning	Wednesday morning	Monday	Saturday	Friday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>KEY:</b>					Day 1 - First Day of Fair	Day 2
17- Day: Group A	Short Term: Group D	Group A (17-day) load In Times: 8:00AM -5:00 PM			[Group A - START	
Short Term: Group B	Group E		17 Day exhibitors: Building Mgmt distributes passes noon- 3PM at ME Building		[Group B - START	
Short Term: Group C					Bldg open to exhibitors: <b>8AM - 9:30PM</b>	<b>MAINE DAY</b> [Group E ] Open to exhibitors: <b>8AM -9:30PM</b>
[ = start exhibit	] = end exhibit			Short term PM load in @ noon		
Short term PM load out/in	Short Term AM load out/in					
Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Open to exhibitors: <b>8AM -9:30PM</b>	Building open to exhibitors: 9AM-9:30PM	Building open to exhibitors: 9AM-9:30PM	Building open to exhibitors: 9AM-9:30PM	Building open to exhibitors: 9AM-9:30PM	Building open to exhibitors: 9AM-9:30PM	Open to exhibitors: <b>8AM -9:30PM</b>
			Group B - END]	[Group C START		
			Short term PM load out/in	Short Term AM load out/in		
Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16
Open to exhibitors: <b>8AM -9:30PM</b>	Building open to exhibitors: 9AM-9:30PM	Building open to exhibitors: 9AM-9:30PM	Building open to exhibitors: 9AM-9:30PM	Building open to exhibitors: 9AM-9:30PM	Building open to exhibitors: 9AM-9:30PM	Open to exhibitors: <b>8AM -9:30PM</b>
		Group C- END]	[Group D - START			
		Short term PM load out/in	Short Term AM load out/in		Harvest New England Day	
Day 17 - Last Day of Fair		<b>REMINDERS:</b> <u>Maine Building hours of operation - Open to public 10AM-9PM</u>				
Open to exhibitors: <b>8AM - 10:30PM</b>	All remaining load out - Access: <b>6:30AM-12:00 (noon) PM</b>	<u>Deliveries to grounds and booth:</u> between 8:00 and 9:15 AM Booth designee must be present at delivery. Alert management of delivery plans.				
Group A END]		<u>Short term load in/out, unless told otherwise:</u>				
Group D END]		<b>LOAD IN:</b> Evening before start date (after building closes to public), until 10:30 PM, and the morning of start date 7 to 9 AM. <b>LOAD OUT:</b> Evening of end date (after building closes to public), until 10:30 PM, and morning after 7 to 9 AM.				