
















































































































































































| McMichael_A_Concert WBS | | | | | | |
|-------------------------|---|---|----------------|---|------------------|-------------|
| ID |  | Task Mode | WBS | Task Name | Duration | Predecessor |
| 0 | |  | 0 | McMichael_A_Concert WBS | 1114.44 c | |
| 1 |  |  | 1 | Talent Acquisition | 79 days? | |
| 2 | |  | 1.1 | Survey Students | 40 days | |
| 3 | |  | 1.1.1 | Develop survey questions for bi-annual survey | 2 wks | |
| 4 | |  | 1.1.2 | Provide Survey Questions to CASE | 1 wk | 3 |
| 5 | |  | 1.1.3 | Build Survey | 1 wk | 3 |
| 6 | |  | 1.1.4 | Publicize Survey | 21 days | |
| 7 | |  | 1.1.4.1 | Posters | 21 days | |
| 8 | |  | 1.1.4.1.1 | Fill out Publications design request form | 1 day | |
| 9 | |  | 1.1.4.1.2 | Submit Publications design request form | 1 day | 8 |
| 10 | |  | 1.1.4.1.3 | Design revisions | 1 wk | 9 |
| 11 | |  | 1.1.4.1.4 | Confirm finalized designs | 1 day | 10 |
| 12 | |  | 1.1.4.1.5 | Submit finalized artwork to CSI Advisor for approval | 1 day | |
| 13 | |  | 1.1.4.1.6 | Collect final designs to place in event folder | 1 day | 11 |
| 14 | |  | 1.1.4.1.7 | Send final designs to printing services | 1 day | 13 |
| 15 | |  | 1.1.4.1.8 | Poster Printing | 1 wk | 14 |
| 16 | |  | 1.1.4.1.9 | Poster Delivery | 2 days | 15 |
| 17 | |  | 1.1.4.1.10 | Count Posters | 2 days | 16 |
| 18 | |  | 1.1.4.1.11 | Scholarship Workers hang posters | 2 days | 17 |
| 19 | |  | 1.1.4.2 | Social Media | 5 days | |
| 20 | |  | 1.1.4.2.1 | Develop Event Social Media Plan | 1 day | |
| 21 | |  | 1.1.4.2.2 | Create Social Media Content | 3 days | 20 |
| 22 | |  | 1.1.4.2.3 | Set Up Facebook Advertising | 1 day | 20 |
| 23 | |  | 1.1.4.2.4 | Schedule social media posts in Hootsuite/Facebook | 1 day | 21 |
| 24 | |  | 1.1.5 | Post Survey Online | 1 day | 5 |
| 25 | |  | 1.1.6 | Administer survey to student body | 3 wks | 3 |
| 26 | |  | 1.1.7 | Use CASE to provide survey results analysis | 3 wks | 25 |
| 27 | |  | 1.2 | Research talent | 10 days? | 2 |
| 28 | |  | 1.2.1 | Inquire of middling agency acts in price range | 1 wk | |
| 29 | |  | 1.2.2 | | 1 day? | |
| 30 | |  | 1.2.3 | Request talent suggestions from middling agency | 1 wk | |
| 31 | |  | 1.2.4 | Ask for reviews of talent from agent or other schools | 2 wks | |
| 32 | |  | 1.2.5 | Preliminary availability check | 5 days | |
| 33 | |  | 1.2.5.1 | Check with Talent/Agent | 1 wk | |
| 34 | |  | 1.2.5.2 | Check with CSI Advisor for Truman Master Calendar | 3 days | |
| 35 | |  | 1.2.5.3 | Check with Pershing for Venue availability | 1 wk | |
| 36 | |  | 1.3 | Slate | 19 days | 27 |
| 37 | |  | 1.3.1 | Prepare Slate | 2 wks | |
| 38 | |  | 1.3.2 | Bring Slate to Board Room for Motion and Vote | 1 wk | 37 |
| 39 | |  | 1.3.3 | Finalize Slate Results | 4 days | 38 |
| 40 | |  | 1.4 | Contracting | 79 days | 36 |
| 41 | |  | 1.4.1 | Inquiries | 10 days | |
| 42 | |  | 1.4.1.1 | Date Availability | 10 days | 27 |
| 43 | |  | 1.4.1.1.1 | Check with Talent/Agent | 2 wks | |

McMichael_A_Concert WBS

| ID |  Task Mode | WBS | Task Name | Duration | Predecessor |
|----|---|--------------------|--|----------------|-------------|
| 44 |  | 1.4.1.1.2 | Check with CSI Advisor for Truman Master Calendar | 3 days | |
| 45 |  | 1.4.1.1.3 | Check with Pershing for Venue availability | 2 wks | |
| 46 |  | 1.4.2 | Offer | 32 days | 41 |
| 47 |  | 1.4.2.1 | Request Advisor to contact middle agent to prepare an offer | 1 wk | |
| 48 |  | 1.4.2.2 | Advisor requests honorarium and accommodations from middle agent | 1 wk | 47 |
| 49 |  | 1.4.2.3 | Advisor and middle agent negotiate pricing and agreement | 2 wks | 47 |
| 50 |  | 1.4.2.4 | Advisor reviews, signs, and submits offer | 1 wk | 49 |
| 51 |  | 1.4.2.5 | Middle agent submits offer to artist/artist's agent | 2 wks | 50 |
| 52 |  | 1.4.2.6 | Offer terms agreed to | 2 days | 51 |
| 53 |  | 1.4.3 | Contract | 38 days | 46 |
| 54 |  | 1.4.3.1 | Advisor requests contract from middle agent | 1 day | |
| 55 |  | 1.4.3.2 | Advisor edits contract and attached documents/rider | 2 wks | 54 |
| 56 |  | 1.4.3.3 | Advisor sends contract +rider/attachments to business office/legal counsel for review | 1 wk | 55 |
| 57 |  | 1.4.3.4 | Advisor makes suggested changes | 1 wk | 56 |
| 58 |  | 1.4.3.5 | Advisor sends contract to middle agent to send to talent for signature | 2 wks | 57 |
| 59 |  | 1.4.3.6 | Advisor receives talent signed contract | 1 day | 58 |
| 60 |  | 1.4.3.7 | Advisor submits talent signed contract to comptroller for countersignature | 1 wk | 59 |
| 61 |  | 1.4.3.8 | Co-Signed contract returned to agent/talent | 1 day | 60 |
| 62 |  | 1.4.3.9 | Fully Executed Contract placed on file w/ CSI Advisor | 0 days | 61 |
| 63 |  | 1.4.4 | Rider | 79 days | 55 |
| 64 |  | 1.4.4.1 | Rider Negotiation | 79 days | |
| 65 |  | 1.4.4.1.1 | Contact stakeholders to ensure accommodations | 1 wk | |
| 66 |  | 1.4.4.1.2 | Submit technology requirements to Production company | 1 day | |
| 67 |  | 1.4.4.1.3 | Response from Production Company | 1 wk | |
| 68 |  | 1.4.4.1.4 | Advance Hazers | 10 days | |
| 69 |  | 1.4.4.1.4.1 | Contact/Inquire | 10 days | |
| 70 |  | 1.4.4.1.4.1.1 | Contact DPS | 2 wks | |
| 71 |  | 1.4.4.1.4.1.2 | Contact Fire Marshall | 2 wks | |
| 72 |  | 1.4.4.1.4.1.3 | Contact Physical Plant | 2 wks | |
| 73 |  | 1.4.4.1.4.1.4 | Contact Pershing Building Mangers | 2 wks | |
| 74 |  | 1.4.4.1.4.1.5 | Contact Pershing Building Controller | 2 wks | |
| 75 |  | 1.4.4.1.4.2 | Approve | 1 wk | |
| 76 |  | 1.4.4.1.4.3 | Test | 2 wks | |
| 77 |  | 1.4.4.1.5 | Submit budget range to production company for negotiation with middle agent and talent | 2 wks | |









































| ID |  | Task Mode | WBS | Task Name | Duration | Predecessor |
|-----|---|---|----------------|---|----------------|-------------|
| 78 |  | | 1.4.4.2 | Rider Approval | 5 days | 64 |
| 79 |  | | 1.4.4.2.1 | Agent | 1 wk | |
| 80 |  | | 1.4.4.2.2 | Advisor - SAB | 1 wk | |
| 81 |  | | 1.4.4.2.3 | Production Company | 1 wk | |
| 82 |  | | 1.4.4.2.4 | Riders Finalized | 1 day | |
| 83 |  | | 1.4.5 | Performance Fee Funds and Accommodations Request | 54 days | |
| 84 |  | | 1.4.5.1 | Performance Fee FRF | 54 days | |
| 85 |  | | 1.4.5.1.1 | Draft Performance Fee FRF | 1 day | |
| 86 |  | | 1.4.5.1.2 | Submit to Treasurer | 1 day | 85 |
| 87 |  | | 1.4.5.1.3 | Treasurer submits to Advisor | 3 days | 86 |
| 88 |  | | 1.4.5.1.4 | Advisor submits to Budgeting Secretary | 1 wk | 87,53 |
| 89 |  | | 1.4.5.1.5 | Budgeting Secretary drafts requisition | 3 days | 88 |
| 90 |  | | 1.4.5.1.6 | Advisor approves requisition | 1 day | 89 |
| 91 |  | | 1.4.5.1.7 | Requisition sent to business office | 1 day | 90 |
| 92 |  | | 1.4.5.1.8 | Business office prepares check | 2 wks | 91 |
| 93 |  | | 1.4.5.1.9 | Advisor picks up check | 1 day | 92 |
| 94 |  |  | 2 | Promotion | 84 days | 1 |
| 95 |  |  | 2.1 | Get all promotions material designed | 12 days | |
| 96 |  | | 2.1.1 | Request media assets from agent | 1 wk | |
| 97 |  | | 2.1.2 | Fill out Publications design request form | 1 day | 96 |
| 98 |  | | 2.1.3 | Submit Publications design request form | 1 day | 97 |
| 99 |  | | 2.1.4 | Design revisions | 1 wk | 98 |
| 100 |  | | 2.1.5 | Confirm finalized designs | 1 day | |
| 101 |  | | 2.1.6 | Collect final designs to place in event folder | 1 day | |
| 102 |  | | 2.2 | All promotional material approval | 10 days | |
| 103 |  |  | 2.2.1 | Send to CSI for Advisor/Posting approval | 1 day | 99 |
| 104 |  |  | 2.2.2 | Send to Agent for approval | 1 wk | 103 |
| 105 |  | | 2.2.3 | Receive Agent approval | 1 day | 104 |
| 106 |  |  | 2.2.4 | Advisor confirms approval with designer, agent, and chair | 3 days | 105 |
| 107 |  | | 2.3 | Publicity Reservations | 71 days | |
| 108 |  | | 2.3.1 | Develop reservation document | 1 day | |
| 109 |  | | 2.3.2 | Develop confirmation folder/document for reservations | 1 day | |
| 110 |  | | 2.3.3 | Publicity Tables | 1 day | |
| 111 |  | | 2.3.3.1 | Publicity Request form to CSI | 1 day | |
| 112 |  | | 2.3.4 | Stakes | 1 day | |
| 113 |  | | 2.3.4.1 | Publicity Request form to CSI | 1 day | |
| 114 |  | | 2.3.5 | Library Banner | 1 day | |
| 115 |  | | 2.3.6 | Table Tents | 1 day | |
| 116 |  | | 2.3.7 | SUB Digital Signage | 1 day | |
| 117 |  | | 2.3.7.1 | Fill out Digital Signage Request form on SUB Website and attach artwork | 1 day | |
| 118 |  | | 2.3.8 | Truman Today | 1 day | |
| 119 |  | | 2.3.8.1 | E-mail PR Office with Request and Artwork attached | 1 day | |
| 120 |  | | 2.3.9 | Tru-View Slider | 1 day | |

| ID |  | Task Mode | WBS | Task Name | Duration | Predecessor |
|-----|---|-----------|----------------|--|----------------|-------------|
| 121 |  | | 2.3.9.1 | E-mail PR Office with Request and Artwork attached | 1 day | |
| 122 |  | | 2.3.10 | Truman Master Event Calendar | 1 day | |
| 123 |  | | 2.3.10.1 | E-mail PR Office with Request and Artwork attached | 1 day | |
| 124 |  | | 2.4 | Printed Promotional Material | 83 days | |
| 125 |  | | 2.4.1 | Promotion material printing | 5 days | |
| 126 |  | | 2.4.1.1 | Printing Services request | 3 days | 103 |
| 127 |  | | 2.4.1.2 | Submit artwork files from publications | 1 day | |
| 128 |  | | 2.4.1.3 | Printing Per Item | 1 wk | |
| 129 |  | | 2.4.2 | Table Tents | 8 days | |
| 130 |  | | 2.4.2.1 | Fill out Sodexo request form | 1 day | |
| 131 |  | | 2.4.2.2 | Submit Sodexo request form | 1 day | 130 |
| 132 |  | | 2.4.2.3 | Sodexo Response | 1 wk | 131 |
| 133 |  | | 2.4.2.4 | Table Tent Printing | 1 wk | |
| 134 |  | | 2.4.2.5 | Receive printed table tents | 1 day | 133 |
| 135 |  | | 2.4.2.6 | Fold Table Tents | 1 day | 134 |
| 136 |  | | 2.4.2.7 | Deliver Table Tents to Sodexo for placement | 1 day | 135 |
| 137 |  | | 2.4.3 | Stickers | 5 days | |
| 138 |  | | 2.4.3.1 | Draft FRF | 1 day | |
| 139 |  | | 2.4.3.2 | Submit FRF to Treasurer | 1 day | |
| 140 |  | | 2.4.3.3 | Treasurer submits FRF to Advisor | 3 days | |
| 141 |  | | 2.4.3.4 | Advisor Reviews FRF | 2 days | |
| 142 |  | | 2.4.3.5 | Advisor approves FRF | 1 day | |
| 143 |  | | 2.4.3.6 | Advisor Submits to Budgeting Secretary | 1 day | |
| 144 |  | | 2.4.3.7 | Budgeting Secretary creates requisition | 4 days | |
| 145 |  | | 2.4.3.8 | Budgeting Secretary submits requisition | 1 day | |
| 146 |  | | 2.4.3.9 | Advisor Approves Requisition | 1 day | |
| 147 |  | | 2.4.3.10 | Business office receives requisition | 1 day | |
| 148 |  | | 2.4.3.11 | Business office places sticker order | 1 wk | |
| 149 |  | | 2.4.3.12 | Stickers printed | 1 wk | |
| 150 |  | | 2.4.3.13 | Stickers Shipped | 1 wk | |
| 151 |  | | 2.4.3.14 | Stickers received | 1 day | |
| 152 |  | | 2.4.4 | Posters | 21 days | |
| 153 |  | | 2.4.4.1 | Hanging up posters | 21 days | |
| 154 |  | | 2.4.4.1.1 | Poster Printing | 1 wk | 126 |
| 155 |  | | 2.4.4.1.2 | Poster Delivery | 1 day | 154 |
| 156 |  | | 2.4.4.1.3 | Count Posters | 1 day | |
| 157 |  | | 2.4.4.1.4 | Scholarship Workers hang posters | 2 days | 156 |
| 158 |  | | 2.4.5 | Tickets | 4 days | |
| 159 |  | | 2.4.5.1 | Order tickets from printing services | 2 days | |
| 160 |  | | 2.4.5.2 | Receive printed tickets | 2 days | |
| 161 |  | | 2.4.5.3 | Number tickets | 2 days | 160 |
| 162 |  | | 2.5 | Social Media | 5 days | 95 |
| 163 |  | | 2.5.1 | Develop Event Social Media Plan | 1 wk | |
| 164 |  | | 2.5.2 | Create Social Media Content | 1 wk | |
| 165 | | | 2.5.3 | Set Up Facebook Advertising | 1 day | |














































McMichael_A_Concert WBS

| ID | Task Mode | WBS | Task Name | Duration | Predecessor |
|-----|-----------|----------------|---|----------------|-------------|
| 166 | | 2.5.4 | Schedule social media posts in Hootsuite/Facebook | 2 days | |
| 167 | | 2.5.5 | Chalking/Social Media Competition | 5 days | |
| 168 | | 2.5.5.1 | Develop Competition rules | 1 day | |
| 169 | | 2.5.5.2 | Develop competition criteria | 1 day | |
| 170 | | 2.5.5.3 | Develop chalking/video competition social media content | 1 wk | |
| 171 | | 2.5.5.4 | Post chalking/video competition social media content | 1 day | |
| 172 | | 2.5.5.5 | Judge chalking/video | 3 days | |
| 173 | | 2.5.5.6 | Judge social media interaction | 3 days | |
| 174 | | 2.5.5.7 | Select winner | 2 days | |
| 175 | | 2.5.5.8 | Distribute prize | 1 wk | |
| 176 | | 2.6 | Community Outreach | 10 days | |
| 177 | | 2.6.1 | Draft Press Release | 1 wk | |
| 178 | | 2.6.2 | Contact TMN | 1 wk | 177 |
| 179 | | 2.6.2.1 | Index | 5 days | |
| 180 | | 2.6.2.1.1 | Submit finalized artwork | 1 day | |
| 181 | | 2.6.2.1.2 | Schedule Interviews for articles | 1 wk | |
| 182 | | 2.6.3 | Contact City | 1 wk | 177 |
| 183 | | 2.6.4 | Contact High School | 1 wk | 177 |
| 184 | | 2.6.5 | Contact Universities in 100mile radius | 1 wk | 177 |
| 185 | | 2.6.6 | Contact Local Media | 1 wk | 177 |
| 186 | | 2.7 | Library Banner | 22 days | 114 |
| 187 | | 2.7.1 | Design Banner | 1 day | 114 |
| 188 | | 2.7.2 | Paint Banner | 1 day | 187 |
| 189 | | 2.7.3 | Submit Banner to CSI Advisor | 1 day | 188 |
| 190 | | 2.7.4 | Advisor approval | 2 days | 189 |
| 191 | | 2.7.5 | Advisor submits to agent | 1 day | 190 |
| 192 | | 2.7.6 | Agent Approval | 1 wk | 191 |
| 193 | | 2.7.7 | Submit banner to CSI | 1 day | 192 |
| 194 | | 2.7.8 | Banner to Physical Plant | 1 wk | 193 |
| 195 | | 2.7.9 | Physical plant hangs banner | 1 day | 194 |
| 196 | | 3 | Talent - Hospitality Planning/Preparation | 90 days | 1 |
| 197 | | 3.1 | Hospitality | 12 days | |
| 198 | | 3.1.1 | Create Talent Travel FRF | 12 days | |
| 199 | | 3.1.1.1 | Draft Travel FRF | 1 day | |
| 200 | | 3.1.1.2 | Submit to Treasurer | 1 day | 199 |
| 201 | | 3.1.1.3 | Treasurer submits to Advisor | 1 day | 200 |
| 202 | | 3.1.1.4 | Advisor submits to Budgeting Secretary | 3 days | 201 |
| 203 | | 3.1.1.5 | Budgeting Secretary contacts hotel for reservation availability | 3 days | 202 |
| 204 | | 3.1.1.6 | Budgeting secretary reserves hotel | 1 day | 203 |
| 205 | | 3.1.1.7 | Budgeting secretary prepares flight purchasing requisition | 3 days | 202 |
| 206 | | 3.1.1.8 | Advisor reviews requisition and approves | 1 day | 205 |
| 207 | | 3.1.1.9 | Travel requisition sent to business office | 1 day | 206 |















































McMichael_A_Concert WBS

| ID |  Task Mode | WBS | Task Name | Duration | Predecessor |
|-----|---|----------------|--|-----------------|-------------|
| 208 |  | 3.1.1.10 | Budgeting Secretary sends advisor hotel confirmation | 2 days | 204 |
| 209 |  | 3.1.2 | Food | 11 days | |
| 210 |  | 3.1.2.1 | Sodexo | 7 days | |
| 211 |  | 3.1.2.1.1 | Develop list of individuals who need to be fed | 1 day | |
| 212 |  | 3.1.2.1.2 | Ensure no food allergies/vegetarian/vegan meals needed | 1 day | 211 |
| 213 |  | 3.1.2.1.3 | Pick Meals | 2 days | 212 |
| 214 |  | 3.1.2.1.4 | Order Meals | 1 day | 213 |
| 215 |  | 3.1.2.1.5 | FRF | 2 days | 214 |
| 216 |  | 3.1.2.1.6 | Develop Delivery Schedule | 1 day | |
| 217 |  | 3.1.2.1.7 | Submit to Sodexo All Rider items needed | 1 day | |
| 218 |  | 3.1.2.2 | Non-Sodexo | 10 days | |
| 219 |  | 3.1.2.2.1 | Obtain waiver for items Sodexo cannot provide | 1 wk | 217 |
| 220 |  | 3.1.2.2.2 | FRF and Shopping List | 1 wk | 219 |
| 221 |  | 3.1.2.2.3 | Prepare Meal Buyout Menus | 1 day | |
| 222 |  | 3.1.3 | Green Rooms Planning Lists | 5 days | |
| 223 |  | 3.1.3.1 | Reservation | 1 day | |
| 224 |  | 3.1.3.2 | Supplies | 1 wk | |
| 225 |  | 3.1.3.3 | Room Layout | 1 day | |
| 226 |  | 3.1.3.4 | Inventory Hospitality supplies in storage closet | 2 days | |
| 227 |  | 3.1.3.5 | Wash Towels | 1 wk | |
| 228 |  | 3.1.3.6 | Wash Sheets | 1 wk | |
| 229 |  | 3.1.4 | Runners | 3 days | |
| 230 |  | 3.1.4.1 | DPS - Vehicle reservations | 1 day | |
| 231 |  | 3.1.4.2 | Scheduling runners - drivers | 2 days | 230 |
| 232 |  | 3.1.4.3 | Runner itinerary | 1 day | |
| 233 |  | 3.1.5 | Wi-Fi Access | 3 days | |
| 234 |  | 3.1.5.1 | Contact ITS for access codes to be billed to SAB | 2 days | |
| 235 |  | 3.1.5.2 | Print Access code list and pre-identify which group gets which codes | 1 day | 234 |
| 236 |  | 3.2 | Meet and Greet | 1 day | |
| 237 |  | 3.2.1 | Develop plan per contract | 1 day | |
| 238 |  | 3.3 | Merchandise | 1 day | |
| 239 |  | 3.3.1 | Contact agent to see if anything will need to be pre-shipped or any special arrangements | 1 day | |
| 240 |  | 3.4 | Media Credentials | 89 days | |
| 241 |  | 3.4.1 | Send e-mails to campus media and PR office | 1 day | |
| 242 |  | 3.4.2 | Receive credential requests | 1 wk | 241 |
| 243 |  | 3.4.3 | File all letters of intent and contact/publication info | 1 day | 242 |
| 244 |  | 3.4.4 | Advance with Agents | 1 wk | 243 |
| 245 |  | 4 | Event Logistics Preparation | 10 days? | 1 |
| 246 |  | 4.1 | Show Advance | 1 day? | |

McMichael_A_Concert WBS








































| ID |  | Task Mode | WBS | Task Name | Duration | Predecessors |
|-----|---|-----------|----------------|--|---------------|--------------|
| 247 |  | | 4.1.1 | Agent - Talent | 1 day | |
| 248 |  | | 4.1.1.1 | Fill out advance form/spreadsheet | 1 day | |
| 249 |  | | 4.1.2 | Campus Partners | 1 day? | |
| 250 |  | | 4.1.2.1 | Verbal walk-through with Pershing Building Managers | | |
| 251 |  | | 4.1.2.2 | Communication with Pershing administrative staff | | |
| 252 |  | | 4.1.2.3 | Communication with Pershing coaches | | |
| 253 |  | | 4.1.2.4 | Communication with Locker room coaches | | |
| 254 |  | | 4.1.3 | Contracted Services | 1 day? | |
| 255 |  | | 4.1.3.1 | Production Company | | |
| 256 |  | | 4.1.3.2 | Adair County Ambulance | | |
| 257 |  | | 4.1.3.3 | Coke Providers | | |
| 258 |  | | 4.1.3.4 | Sodexo | | |
| 259 |  | | 4.1.4 | SAB Show Advance Meetings | 1 day | |
| 260 |  | | 4.1.4.1 | 2 months | 1 day | |
| 261 |  | | 4.1.4.2 | 1 month out | 1 day | |
| 262 |  | | 4.1.4.3 | 3 weeks out | 1 day | |
| 263 |  | | 4.1.4.4 | 2 weeks out | 1 day | |
| 264 |  | | 4.1.4.5 | 1 week out | 1 day | |
| 265 |  | | 4.1.4.6 | 3 days out | 1 day | |
| 266 |  | | 4.1.4.7 | 1 day out | 1 day | |
| 267 |  | | 4.2 | Venue | 5 days | |
| 268 |  | | 4.2.1 | Reservations | 5 days | |
| 269 |  | | 4.2.1.1 | Develop reservation document | 1 day | |
| 270 |  | | 4.2.1.2 | Develop confirmation folder/document for reservations | 1 day | |
| 271 |  | | 4.2.1.3 | Arena | 1 wk | |
| 272 |  | | 4.2.1.3.1 | Contact Pershing arena Representative | | |
| 273 |  | | 4.2.1.4 | Classrooms | 1 wk | |
| 274 |  | | 4.2.1.4.1 | Contact CSI Reservation office | | |
| 275 |  | | 4.2.1.5 | Green Room | 1 wk | |
| 276 |  | | 4.2.1.5.1 | Contact Pershing arena Representative | | |
| 277 |  | | 4.2.1.5.2 | Ask Pershing Representative to contact Green Room sports coaches | | |
| 278 |  | | 4.2.1.6 | Keys | 1 wk | |
| 279 |  | | 4.2.1.6.1 | Physical Plant Key request form | | |
| 280 |  | | 4.3 | Production Plan | 1 day? | |
| 281 |  | | 4.3.1 | Stage | | |
| 282 |  | | 4.3.2 | Audio | | |
| 283 |  | | 4.3.3 | Lighting | | |
| 284 |  | | 4.3.4 | Generators | | |
| 285 |  | | 4.3.5 | Hazers | | |
| 286 |  | | 4.3.6 | Backline | | |
| 287 |  | | 4.3.7 | Soft Goods | | |
| 288 |  | | 4.3.8 | Production FRF | 1 day | |
| 289 |  | | 4.4 | Parking | 1 day? | |
| 290 |  | | 4.4.1 | Blocking parking spaces | | |

McMichael_A_Concert WBS


















































| ID |  Task Mode | WBS | Task Name | Duration | Predecessors |
|-----|---|---------------|---|--------------------------|--------------|
| 291 |  | 4.4.2 | Loading Area Access | | |
| 292 |  | 4.4.3 | Bus Parking | | |
| 293 |  | 4.4.4 | Production Trailer Parking | | |
| 294 |  | 4.4.5 | Day Of Show Plan/Schedules | | |
| 295 |  | 4.5 | Agent | 1 day? | |
| 296 |  | 4.5.1 | Confirm if Agent will be on-site | 1 day? | |
| 297 |  | 4.5.2 | Reserve Agent Green Room | 1 day? | |
| 298 |  | 4.5.3 | Add Agent to meal list | 1 day? | |
| 299 |  | 4.5.4 | Plan to provide complementary water and hospitality items | 1 day? | |
| 300 |  | 4.6 | Equipment/Personnel Reservations | 2 days | |
| 301 |  | 4.6.1 | Reserve work lights and extension cords from CSI | 1 day | |
| 302 |  | 4.6.2 | Pick Up reserved equipment day before event | 1 day | 301 |
| 303 |  | 4.6.3 | Bike Rack | 1 day | |
| 304 |  | 4.6.4 | Mojo - Barricades | 1 day | |
| 305 |  | 4.6.5 | Tables | 1 day | |
| 306 |  | 4.6.6 | Chairs | 1 day | |
| 307 |  | 4.6.7 | Trashcans | 1 day | |
| 308 |  | 4.6.8 | Green Rooms Tables, Chairs, etc. | 1 day | |
| 309 |  | 4.6.9 | Board Equipment preparation | 1 day | |
| 310 |  | 4.6.10 | Physical Plant Electrician | 1 day | |
| 311 |  | 4.7 | Communication | 1 day? | |
| 312 |  | 4.7.1 | Draft Athletics Memo | | |
| 313 |  | 4.7.2 | Draft Pershing Memo | | |
| 314 |  | 4.7.3 | Get memos approved by Advisor | | |
| 315 |  | 4.7.4 | Send memos | | |
| 316 |  | 4.8 | Documents | 10 days | |
| 317 |  | 4.8.1 | Draft Day of Show Schedule | 2 wks | |
| 318 |  | 4.8.2 | Draft Security Plan | 2 wks | |
| 319 |  | 4.8.3 | Draft Meet and Greet security plan | 1 wk | |
| 320 |  | 4.9 | Ambulance Reservations | 1 day? | |
| 321 |  | 4.9.1 | Contact Adair County Ambulance District | 1 day? | |
| 322 |  | 4.9.2 | Reserve Ambulance and EMT | 1 day? | |
| 323 |  | 4.9.3 | Draft FRF | 1 day? | |
| 324 |  | 4.10 | Food for Board Members | 1 day? | |
| 325 |  | 4.10.1 | Sodexo | | |
| 326 |  | 4.10.2 | Coca-Cola | 1 day? | |
| 327 |  | 4.10.2.1 | Reserve Coolers | | |
| 328 |  | 4.10.2.2 | Set delivery date | | |
| 329 |  | 4.10.2.3 | Set pickup date | | |
| 330 |  | 4.10.3 | Lunch | | |
| 331 |  | 4.10.4 | Dinner | | |
| 332 |  | 4.10.5 | Snacks | | |
| 333 |  | 4.11 | Plan Review | 1 wk | |
| 334 |  | 5 | Staffing/Security Plans | 105 days? 245,196 | |
| 335 |  | 5.1 | Risk Management Plan | 1 mon | |

| ID | Task Mode | WBS | Task Name | Duration | Predecessor |
|-----|-----------|--------------|--|------------------|-------------|
| 336 | | 5.2 | Board Staffing Plan | 2 days | |
| 337 | | 5.2.1 | Assign Groups | 2 days | |
| 338 | | 5.2.2 | Assign Security Positions | 2 days | |
| 339 | | 5.2.3 | Assign Individual Responsibilities | 2 days | |
| 340 | | 5.2.4 | Draft Rotation Plan/Shift Schedule | 2 days | |
| 341 | | 5.3 | Security Presentation | 6 days | |
| 342 | | 5.3.1 | Security presentation design | 1 wk | |
| 343 | | 5.3.2 | Host Boardroom meeting security advance Presentation | 1 day | 342 |
| 344 | | 5.4 | Security Map | 20 days | |
| 345 | | 5.4.1 | Design Board Map | 2 wks | |
| 346 | | 5.4.2 | Print Big Maps | 1 wk | 345 |
| 347 | | 5.4.3 | Advance with Advisor | 1 wk | 345 |
| 348 | | 5.4.4 | Advance map with DPS | 1 wk | 345,347 |
| 349 | | 5.4.5 | Advance map with Agent | 1 wk | 345,347 |
| 350 | | 5.4.6 | Advance Map with Board | 1 wk | 345,347 |
| 351 | | 5.5 | DPS Meetings | 20 days | |
| 352 | | 5.5.1 | 1 month out | 1 day | |
| 353 | | 5.5.1.1 | Schedule meeting | | |
| 354 | | 5.5.1.2 | Meet for preliminary advance | | |
| 355 | | 5.5.1.3 | Advance campus policies and procedures | | |
| 356 | | 5.5.1.4 | Advance normal circumstances | | |
| 357 | | 5.5.1.5 | Block off Pershing loading lot | | |
| 358 | | 5.5.1.6 | Advance Hazers | | |
| 359 | | 5.5.1.7 | Request officer presence (minimum of 4) | | |
| 360 | | 5.5.2 | 2 weeks out | 1 day | |
| 361 | | 5.5.2.1 | Preliminary security map | | |
| 362 | | 5.5.2.2 | Communicate specific concerns | | |
| 363 | | 5.5.2.3 | Communicate any threats/cautions | | |
| 364 | | 5.5.3 | Week of event | 1 day | |
| 365 | | 5.5.3.1 | Preliminary artist/agent expectations | | |
| 366 | | 5.5.3.2 | Advance security tags | | |
| 367 | | 5.6 | Contracted Organizations | 105 days? | |
| 368 | | 5.6.1 | Blue Key | 14 days? | |
| 369 | | 5.6.1.1 | Send inquiry to Blue Key | 1 day | |
| 370 | | 5.6.1.2 | Pull Prior Blue Key Contact | 1 day | |
| 371 | | 5.6.1.3 | Edit Blue Key Contract | 1 day | 370 |
| 372 | | 5.6.1.4 | Send Advisor Blue Key Contract | 1 day | 371 |
| 373 | | 5.6.1.5 | Advisor edits and contract approval | 1 day | 372 |
| 374 | | 5.6.1.6 | Submit Blue Key FRF to Advisor | | |
| 375 | | 5.6.1.7 | Advisor Sends contract to Blue Key and Request Blue Key Signature | 1 wk | 373 |
| 376 | | 5.6.1.8 | Countersign and return Blue Key Contract | 1 day | 375 |
| 377 | | 5.6.1.9 | Advisor Approves FRF and sends to Budgeting Secretary with W9 and Contract as backup | 1 day | 376 |















































McMichael_A_Concert WBS

| ID |  Task Mode | WBS | Task Name | Duration | Predecessor |
|-----|---|--------------|--|----------------|-------------|
| 378 |  | 5.6.1.10 | Budgeting Secretary creates requisition | 1 day | 377 |
| 379 |  | 5.6.1.11 | Advisor approves requisition | 1 day | 378 |
| 380 |  | 5.6.1.12 | Requisition sent to Business office for processing | 1 day | 379 |
| 381 |  | 5.6.2 | Cardinal Key | 17 days | |
| 382 |  | 5.6.2.1 | Send inquiry to Cardinal | 1 wk | |
| 383 |  | 5.6.2.2 | Pull Prior Cardinal Key Contact | 1 day | |
| 384 |  | 5.6.2.3 | Edit Cardinal Key Contract | 2 days | 383 |
| 385 |  | 5.6.2.4 | Send Advisor Cardinal Key Contract | 1 day | 384 |
| 386 |  | 5.6.2.5 | Advisor edits and contract approval | 1 wk | 385 |
| 387 |  | 5.6.2.6 | Submit Cardinal Key FRF to Advisor | 1 day | |
| 388 |  | 5.6.2.7 | Advisor Sends contract to Cardinal Key and Request Cardinal Key Signature | 1 wk | 386 |
| 389 |  | 5.6.2.8 | Countersign and return Cardinal Key Contract | 3 days | 388 |
| 390 |  | 5.6.2.9 | Advisor Approves FRF and sends to Budgeting Secretary with W9 and Contract as backup | 1 day | 387 |
| 391 |  | 5.6.2.10 | Budgeting Secretary creates requisition | 2 days | 390 |
| 392 |  | 5.6.2.11 | Advisor approves requisition | 1 day | 391 |
| 393 |  | 5.6.2.12 | Requisition sent to Business office for processing | 1 day | 392 |
| 394 |  | 5.6.3 | EMT | 8 days | |
| 395 |  | 5.6.3.1 | Inquiry | 1 day | |
| 396 |  | 5.6.3.2 | Reservation | 1 day | 395 |
| 397 |  | 5.6.3.3 | FRF | 1 day | 396 |
| 398 |  | 5.6.3.4 | CSI | 4 days | 397 |
| 399 |  | 5.6.3.5 | Approval | 1 day | 398 |
| 400 |  | 5.7 | Entrance Plan | 1 wk | |
| 401 |  | 5.7.1 | Bag Checks | | |
| 402 |  | 5.7.2 | Ticket Taking | | |
| 403 |  | 5.7.3 | Will Call | | |
| 404 |  | 5.7.4 | Ticket Sales | | |
| 405 |  | 5.8 | Supplies | 1 wk | |
| 406 |  | 5.8.1 | Inventory | 1 day | |
| 407 |  | 5.8.1.1 | Event Staff Shirts | 1 day | |
| 408 |  | 5.8.1.2 | Glow Stick Inventory | 1 day | |
| 409 |  | 5.8.1.3 | Lanyard Inventory | 1 day | |
| 410 |  | 5.8.2 | Supplies Order | 1 day? | |
| 411 |  | 5.8.2.1 | FRF | | |
| 412 |  | 5.8.3 | Security Tags | 1 day? | |
| 413 |  | 5.8.3.1 | Request from Publications or design on own | | |
| 414 |  | 5.8.3.2 | Make security tag key | | |
| 415 |  | 5.8.3.3 | Print Security Tags | | |














































McMichael_A_Concert WBS

| ID |  | Task Mode | WBS | Task Name | Duration | Predecessors |
|-----|---|-----------|--------------------|---|------------------|----------------|
| 416 |  | | 5.8.3.4 | Make Security lanyards | | |
| 417 |  | | 5.8.4 | Gloves | | |
| 418 |  | | 5.9 | Signage Preparation | 1 wk | |
| 419 |  | | 5.9.1 | Prohibited Items | | |
| 420 |  | | 5.9.2 | Bag Check | | |
| 421 |  | | 5.9.3 | Traffic Arrows | | |
| 422 |  | | 5.9.4 | Strobes and Latex in Use | | |
| 423 |  | | 5.9.5 | Restricted Access | | |
| 424 |  | | 5.10 | Plan Review | 1 wk | |
| 425 |  | | 6 | Day Of Show Operations | 2 days | 1,196,2 |
| 426 |  | | 6.1 | Setup | 2 days | |
| 427 |  | | 6.1.1 | Production | 2 days | |
| 428 |  | | 6.1.1.1 | Park Generator | 0.5 hrs | |
| 429 |  | | 6.1.1.2 | Back Truck into loading lot | 0.5 hrs | |
| 430 |  | | 6.1.1.3 | Park Truck | 0.5 hrs | |
| 431 |  | | 6.1.1.4 | Load In/Build | 5 hrs | 429,500 |
| 432 |  | | 6.1.1.4.1 | Build Stage | 3 hrs | |
| 433 |  | | 6.1.1.4.1.1 | Set Scaffold | 0.5 hrs | |
| 434 |  | | 6.1.1.4.1.2 | Set Decking | 0.06 days | |
| 435 |  | | 6.1.1.4.1.2.1 | Place Decking | 0.5 hrs | |
| 436 |  | | 6.1.1.4.1.2.2 | Level Decking | 0.5 hrs | |
| 437 |  | | 6.1.1.4.1.2.3 | Lock Decking | 0.25 hrs | |
| 438 |  | | 6.1.1.4.2 | Build Rigging for Audio/Lighting | 3 hrs | 432 |
| 439 |  | | 6.1.1.4.2.1 | Set Base | 0.5 hrs | 432 |
| 440 |  | | 6.1.1.4.2.2 | Build Towers | 0.25 hrs | 439 |
| 441 |  | | 6.1.1.4.2.3 | Raise Towers | 0.1 hrs | 440 |
| 442 |  | | 6.1.1.4.2.4 | Hang Motors | 0.5 hrs | 441 |
| 443 |  | | 6.1.1.4.2.5 | Construct Horizontal Truss | 0.5 hrs | 441 |
| 444 |  | | 6.1.1.4.2.6 | Raise Truss | 1 day? | 443,492 |
| 445 |  | | 6.1.1.4.3 | Audio Build | | 438 |
| 446 |  | | 6.1.1.4.3.1 | Hang Motors | 0.5 hrs | 444 |
| 447 |  | | 6.1.1.4.3.2 | Assemble Line Array | 0.5 hrs | |
| 448 |  | | 6.1.1.4.3.3 | Patch Line Array | 0.25 hrs | 447 |
| 449 |  | | 6.1.1.4.3.4 | Raise Line Array | 0.25 hrs | 448 |
| 450 |  | | 6.1.1.4.3.5 | Secure Line Array | 0.25 hrs | |
| 451 |  | | 6.1.1.4.3.6 | Stack Subwoofers | 0.25 hrs | 450 |
| 452 |  | | 6.1.1.4.3.7 | Patch Subwoofers | 0.25 hrs | 451 |
| 453 |  | | 6.1.1.4.3.8 | Front Fills | 0.25 hrs | |
| 454 |  | | 6.1.1.4.3.9 | Patch PA | 0.5 hrs | |
| 455 |  | | 6.1.1.4.4 | Lighting Build | 3 hrs | 443 |
| 456 |  | | 6.1.1.4.4.1 | Mount Fixtures | 1 hr | |
| 457 |  | | 6.1.1.4.4.2 | Patch Fixtures | 1 hr | |
| 458 |  | | 6.1.1.4.4.3 | Secure AC/Data Cabling in Truss | 0.25 hrs | 456,457 |
| 459 |  | | 6.1.1.4.4.4 | Ground Package Build | 1 hr | |
| 460 |  | | 6.1.1.4.4.5 | Ground Package Patch | 0.5 hrs | 459 |
| 461 |  | | 6.1.1.4.5 | Front of House set up | 0.06 days | |
| 462 |  | | 6.1.1.4.5.1 | FOH Audio Console | 0.5 hrs | |
| 463 |  | | 6.1.1.4.5.2 | FOH Lighting Console | 0.5 hrs | |




































McMichael_A_Concert WBS

| ID |  | Task Mode | WBS | Task Name | Duration | Predecessors |
|-----|---|-----------|------------------|--|------------------|----------------|
| 464 |  | | 6.1.1.4.5.3 | FOH Drive Rack | 0.25 hrs | |
| 465 |  | | 6.1.1.4.5.4 | Run FOH Cable from Monitor World/Stage | 0.5 hrs | |
| 466 |  | | 6.1.1.4.6 | Monitor World Setup | 3 hrs | |
| 467 |  | | 6.1.1.4.6.1 | A/C Racks | 1 hr | |
| 468 |  | | 6.1.1.4.6.2 | Amp Racks | 0.5 hrs | |
| 469 |  | | 6.1.1.4.6.3 | EQ/Effects Racks | 0.5 hrs | |
| 470 |  | | 6.1.1.4.6.4 | Monitor Audio Console | 0.5 hrs | |
| 471 |  | | 6.1.1.4.6.5 | Wireless Racks | 0.5 hrs | |
| 472 |  | | 6.1.1.4.6.6 | Patch Monitor World | 0.5 hrs | |
| 473 |  | | 6.1.1.4.7 | Set Stage Audio | 0.06 days | 484 |
| 474 |  | | 6.1.1.4.7.1 | Mics | 0.5 hrs | |
| 475 |  | | 6.1.1.4.7.2 | Stands | 0.25 hrs | |
| 476 |  | | 6.1.1.4.7.3 | XLR | 0.25 hrs | |
| 477 |  | | 6.1.1.4.7.4 | DI Boxes | 0.25 hrs | |
| 478 |  | | 6.1.1.4.7.5 | AC/Boxes | 0.03 days | |
| 479 |  | | 6.1.1.4.7.6 | Snake + Sub Snakes | 0.03 days | |
| 480 |  | | 6.1.1.4.8 | Generators/Power Tie In | 1 hr | 445,455 |
| 481 |  | | 6.1.1.5 | Crowd Control build | 0.25 days | 438,445 |
| 482 |  | | 6.1.1.5.1 | Set Mojo | 1 hr | |
| 483 |  | | 6.1.1.5.2 | Set Bike rack | 1 hr | 482,461 |
| 484 |  | | 6.1.1.6 | Testing | 1.25 days | 480 |
| 485 |  | | 6.1.1.6.1 | Audio Test | 0.5 hrs | 480,461 |
| 486 |  | | 6.1.1.6.2 | Lighting Test | 0.5 hrs | 480,461 |
| 487 |  | | 6.1.1.6.3 | Lighting Design | 2 hrs | 486 |
| 488 |  | | 6.1.1.7 | Hazers | 0.5 hrs | 480,486 |
| 489 |  | | 6.1.1.8 | Soft Goods set | 1 hr | |
| 490 |  | | 6.1.1.8.1 | Pipe and Drape | 1 hr | 432,438 |
| 491 |  | | 6.1.1.8.2 | Stage Curtain | 0.5 hrs | 432 |
| 492 |  | | 6.1.1.8.3 | Hang Backdrop | 0.5 hrs | 432 |
| 493 |  | | 6.1.2 | Backline | 0.5 hrs | |
| 494 |  | | 6.1.2.1 | Backline Load in | 0.5 hrs | |
| 495 |  | | 6.1.2.2 | Band 1 Backline load in | 0.06 days | |
| 496 |  | | 6.1.2.3 | Band 1 Backline Set | 0.06 days | 495 |
| 497 |  | | 6.1.2.4 | Band 2 Backline load in | 0.06 days | |
| 498 |  | | 6.1.2.5 | Band 2 Backline Set | 0.06 days | 497 |
| 499 |  | | 6.1.3 | Venue Set | 1.13 days | |
| 500 |  | | 6.1.3.1 | Floor Covering | 1 hr | |
| 501 |  | | 6.1.3.2 | Seating | 0.5 hrs | |
| 502 |  | | 6.1.3.3 | Merchandise Area Setup | 1 day? | |
| 503 |  | | 6.1.3.3.1 | Set Tables | 1 day? | |
| 504 |  | | 6.1.3.3.2 | Set Chairs | 1 day? | |
| 505 |  | | 6.1.3.3.3 | Set Lights | 1 day? | |
| 506 |  | | 6.1.3.3.4 | Set Power | 1 day? | |
| 507 |  | | 6.1.3.4 | Entrance | 1 day? | |
| 508 |  | | 6.1.3.4.1 | Set tables and chairs | 1 day? | |
| 509 | | | 6.1.3.4.2 | Post signage | 1 day? | |
| 510 | | | 6.1.4 | Talent Setup | 1 day? | |

McMichael_A_Concert WBS

| ID |  | Task Mode | WBS | Task Name | Duration | Predecessor |
|-----|---|-----------|--------------|--|------------------|-------------|
| 511 |  | | 6.1.4.1 | Load In | 1 day? | |
| 512 |  | | 6.1.4.2 | Backline Load in | | |
| 513 |  | | 6.1.4.3 | Backline Set up | | |
| 514 |  | | 6.1.5 | DOS Meetings | 0.06 days | |
| 515 |  | | 6.1.5.1 | Security Meeting | 30 mins | |
| 516 |  | | 6.1.5.2 | Agent Advance Meeting | 30 mins | |
| 517 |  | | 6.1.5.3 | Talent Tour Manager Advance Meeting | 30 mins | |
| 518 |  | | 6.1.6 | Green Rooms | 1 day | |
| 519 |  | | 6.1.6.1 | Physical plant cleaning | 1 day | |
| 520 |  | | 6.1.6.2 | SAB Cleaning | 2 hrs | |
| 521 |  | | 6.1.6.3 | SAB Setup - Sheets | 1 hr | |
| 522 |  | | 6.1.6.4 | Set rider items | 1 hr | |
| 523 |  | | 6.1.6.5 | Set food items | 1 hr | |
| 524 |  | | 6.1.6.6 | Before Photos | 0.25 hrs | |
| 525 |  | | 6.1.7 | Sound check | 0.13 days | |
| 526 |  | | 6.1.7.1 | Band 1 | 1 hr | 496 |
| 527 |  | | 6.1.7.2 | Band 2 | 1 hr | 498 |
| 528 |  | | 6.1.8 | Hospitality | 1 day? | |
| 529 |  | | 6.1.8.1 | Talent and Support Food delivery | | |
| 530 |  | | 6.1.9 | Security Meeting | 1 day? | |
| 531 |  | | 6.1.9.1 | Review Security procedures | | |
| 532 |  | | 6.1.9.2 | Invite Tour manager/ Middling Agent | | |
| 533 |  | | 6.2 | Show | 3 hrs | 426 |
| 534 |  | | 6.2.1 | Band Changeover | | |
| 535 |  | | 6.2.2 | Security Checks | | |
| 536 |  | | 6.2.3 | Talent Checks | 1 day? | |
| 537 |  | | 6.3 | Meet and Greet | 0.05 days | |
| 538 |  | | 6.3.1 | Guest Meet and Greet | 10 mins | |
| 539 |  | | 6.3.2 | Board Meet and Greet | 22 mins | |
| 540 |  | | 6.4 | Strike/Load Out | 1 day? | 533 |
| 541 |  | | 6.4.1 | Venue Strike | 0.13 days | |
| 542 |  | | 6.4.1.1 | Uncover Floor | 0.5 hrs | |
| 543 |  | | 6.4.1.2 | Stow Bleachers | 0.5 hrs | |
| 544 |  | | 6.4.1.3 | Dry Mop | 0.5 hrs | |
| 545 |  | | 6.4.1.4 | Clean Concession Stand | 1 hr | |
| 546 |  | | 6.4.1.5 | Remove signage | 0.5 hrs | |
| 547 |  | | 6.4.1.6 | Strike Merchandise area | 0.5 hrs | |
| 548 |  | | 6.4.1.7 | Remove equipment from SAB classrooms and clean | 1 hr | |
| 549 |  | | 6.4.2 | Green Rooms | 1 day? | |
| 550 |  | | 6.4.2.1 | Remove Hospitality items | 1 day? | |
| 551 |  | | 6.4.2.2 | Take out trash | 1 day? | |
| 552 |  | | 6.4.2.3 | Clean any messes | 1 day? | |
| 553 |  | | 6.4.2.4 | Remove soft goods | 1 day? | |
| 554 |  | | 6.4.2.5 | Vacuum | 1 day? | |
| 555 |  | | 6.4.2.6 | Sweep | 1 day? | |
| 556 | | | 6.4.2.7 | Mop | 1 day? | |
| 557 | | | 6.4.2.8 | Photos | 1 day? | |

McMichael_A_Concert WBS

| ID |  | Task Mode | WBS | Task Name | Duration | Predecessor |
|-----|---|---|--------------|--|------------------|-------------|
| 558 |  |  | 6.4.3 | Production | 1 day? | |
| 559 | |  | 6.4.3.1 | Strike Stage Audio | 1 day? | |
| 560 | |  | 6.4.3.2 | Strike Soft Goods | 1 day? | |
| 561 | |  | 6.4.3.3 | Strike Crowd Control | 1 day? | |
| 562 | |  | 6.4.3.4 | Strike Rigging | 1 day? | |
| 563 | |  | 6.4.3.5 | Strike Lighting | 1 day? | |
| 564 | |  | 6.4.3.6 | Strike Audio | 1 day? | |
| 565 | |  | 6.4.3.7 | Strike Front of House | 1 day? | |
| 566 | |  | 6.4.3.8 | Strike Monitor World | 1 day? | |
| 567 | |  | 6.4.3.9 | Strike Stage | 1 day? | |
| 568 | |  | 6.4.3.10 | Generators/AC Untie | 1 day? | |
| 569 |  |  | 6.4.4 | Talent | 1 day? | |
| 570 | |  | 6.4.4.1 | Load out any Artist equipment | 1 day? | |
| 571 | |  | 6.4.4.2 | Thank talent/agents | 1 day? | |
| 572 | |  | 6.4.5 | Committee DOS Wrap Up | 1 hr | |
| 573 | |  | 6.5 | Time-lapse Photography | 0.21 days | |
| 574 | |  | 6.5.1 | Setup time-lapse | 0.5 hrs | |
| 575 | |  | 6.5.2 | Set camera to take picture at pre-determined duration | 0.25 hrs | 574 |
| 576 | |  | 6.5.3 | Pause camera for show | 0.15 hrs | 575 |
| 577 | |  | 6.5.4 | set camera to take picture at pre-determined duration for strike | 0.25 hrs | 576 |
| 578 | |  | 6.5.5 | Strike camera | 0.5 hrs | 577 |
| 579 |  |  | 7 | Post Event | 20 days | 425 |
| 580 | |  | 7.1 | Stakeholder Wrap Up | 5 days | |
| 581 | |  | 7.1.1 | Thank you's | 1 wk | |
| 582 | |  | 7.2 | Vendor Wrap Up | 5 days | |
| 583 | |  | 7.2.1 | Thank you's | 1 wk | |
| 584 | |  | 7.2.2 | Outstanding debts inquiry | 1 wk | |
| 585 | |  | 7.3 | Evaluation | 1 mon | |
| 586 | |  | 7.4 | Accounting | 1 day | |
| 587 | |  | 7.4.1 | Invoice Payment Confirmation | 1 day | |
| 588 | |  | 7.4.2 | Reimbursement FRF | 1 day | |