



Styles

Analysis

Task Management

Joli annual conference

Date _____

Task description	Task status	Task lead	Vendor	Vendor Type	Deadline	Contact Name	Contact Info	Notes
Book conference performance	Not started	Tenzin Soepa	Tiny Machine Music	Entertainment	7/16/2019	Jordan Peretz	1234-56789-0	-
Book DJ	Completed	Brooke Khan	DJ Emcee	Entertainment	2/7/2019	River Oe	1234-56789-0	-
Book event DJ	In progress	Brooke Khan	DJ Emcee	Entertainment	12/7/2019	River Oe	1234-56789-0	-
Book makeup artist	Completed	Taylor Ungar	Joli Beauty	Internal	7/15/2019	Leslie Walker	1234-56789-0	Employees are volunteering to teach
Fiesta Friday decorations	In progress	Brooke Khan	-	-	10/7/2019	-	1234-56789-0	Sourcing in-house
Raffle giveaway/prize	Completed	Logan Grandmont	Fancy Finds	Swag & giveaways				
Registration giveaways	Not started	Taylor Ungar	Swag City	Swag & giveaways				
Reserve meeting space	Completed	Tenzin Soepa	Joli Beauty	Internal	7/18/2019	Leslie Walker	1234-56789-0	Training in-store
Reserve Northwestern Center	Not started	Logan Grandmont	The Northwestern Center	Venue	10/7/2019	Ari Ramirez-Medina	1234-56789-0	Over \$2k to reserve for a night — might be out of our budget for this month?
Reserve The Hilltop	Completed	Logan Grandmont	The Hilltop	Venue	6/26/2019	Gal Samari	1234-56789-0	-
Reserve venue for the beauty expo	Completed	Taylor Ungar	Aldorf Hotel	Venue	5/22/2019	Kendall Mahdavi	1234-56789-0	-
Secure caterer	Completed	Taylor Ungar	Big Table Caterers	Catering	5/24/2019	Sam Epps	1234-56789-0	-
Secure caterer	Completed	Tenzin Soepa	So Delicious Catering	Catering	6/28/2019	Cameron Toth	1234-56789-0	Should find a cheaper caterer for the next Fiesta Friday in August
Secure caterer	In progress	Taylor Ungar	Big Table Caterers	Catering	7/16/2019	Sam Epps	1234-56789-0	-
Swag for 350 participants	Completed	Taylor Ungar	Fancy Finds	Swag & giveaways				