

TO DO LIST

INTRODUCTION NOTE - PLEASE READ BEFORE YOU BEGIN

Hello Fellow Human,

Thank you for your interest in this template. I hope it serves you well, assists in organization, and makes your life easier. My three favorite things about this document:

1. It allows you to put everything in one place
2. At the beginning and end of every day you can do a quick scroll through the entire document to ground yourself in your priorities and progress
3. Command + F allows you to quickly search for any specific item and find it in moments (rather than minutes)

Please feel free to make a copy of this template and utilize it however you see fit. Everyone has their own style and preferences that work best for them, but I hope this provides you with a starting point.

Lastly, the ease of use within this document centers around a highlighter system. See key and examples below.

HIGHLIGHTER SYSTEM & PROJECT KEY

YELLOW = these are items that you want to remain aware of (top of mind), but require no immediate action

GREEN = these are items other people are actively working on for you and you may need to check in on if they are not meeting deadlines

RED = these are items you personally need to act on ASAP

BLUE = these are items you may want to discuss in person or on a call the next time you have a meeting with the relevant stakeholders, but are not urgent

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THIS BAR REPRESENTS A PROJECT CATEGORY

This is the name of your project (could be a song, marketing tactic, production, etc.)

Insert notes here for this project

THE FOLLOWING IS YOUR TEMPLATE AND EXAMPLE NOTES

SOCIAL MEDIA

Instagram Account Launch

Schedule kickoff meeting to discuss strategy with key stakeholders

SONGWRITING

The Latest & Greatest Song

KEY DOCUMENTS

- [Hyperlink to lyrics](#)
- [Hyperlink to chord chart](#)
- [Hyperlink to latest demo](#)

6/5/24 BAND MEETING NOTES

- Chorus is final
- Need a 3rd verse with additional lyrics
- Should the outro have a different chord structure than the intro?
- NEXT STEPS
 - Mike to work on lyrics for 3rd verse (due 6/10)
 - Everyone to share ideas for new outro at next rehearsal

DEADLINE FOR RECORDING SESSION – 7/11/24

CONTENT

Music Video for Latest & Greatest Song

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KEY DOCUMENTS

- [Hyperlink to latest demo](#)

5/31 KICKOFF CALL WITH VIDEOGRAPHER

- Our budget is \$X,XXX
- Possible shoot dates:
 - 6/18
 - 6/23
 - 7/1
- Concept
 - Black and white
 - Musicians performing in warehouse
 - Quick cuts
 - Very chaotic
 - High energy
 - Tight close ups
 - Hand held camera
 - Backlit silhouettes
- Inspiration
 - [Hyperlink to example #1](#)
 - [Hyperlink to example #2](#)
 - [Hyperlink to example #3](#)
- Possible Locations
 - Insert location
 - Insert location
 - Insert location
- NEXT STEPS
 - Jamie to scout locations and share reference photos
 - Videographer to share moodboard by 6/7
 - Videographer to share estimate by 6/5
 - Confirm shoot date once we have location finalized

Deadline 7/8

LIVE SHOWS

Stone Arch Bridge Festival

June 15th @ 1:00pm

DETAILS

- 60 minute set
- Outdoors
- \$XXX payment

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- \$XXX promotional budget

Need to finalize set list by 6/4

Share stage plot with venue

Discuss concepts for flier and Instagram posts

RECORDING

The Next EP

KEY DOCUMENTS

- [Hyperlink to latest demos](#)

PRODUCTION BUDGET

- Studio Time – \$XXXX
- Mixing – \$XXXX
- Mastering – \$XXXX
- Playlisting – \$XXXX
- Distribution – \$XXXX
- Hired Guns – \$XXXX
- Total – \$XXXX

PRODUCTION CHECKLIST

- Need to consolidate and share feedback on latest mixes

SESSION DATES

- January 1st 6pm - 10pm
- January 18th 10am - 8pm
- January 19th 10am - 8pm

RELEASE DATES

- February 29th - First Single
- April 4th - Second Single
- May 9th - Third Single

SOCIAL CHECKLIST

- First Single
 - IG Teaser - Ready to post
 - IG Release - Ready to post
 - YouTube - Complete
 - Spotify Canvas - Ready to post
 - CD Baby - Complete

TO DO LIST

- Pitch on Spotify - Complete
 - Playlisting - Complete
- Second Single
 - IG Teaser - In progress
 - IG Release - In progress
 - YouTube - In progress
 - Spotify Canvas - In progress
 - CD Baby - In progress
 - Pitch on Spotify - In progress
 - Playlisting - In progress