

# Timeline for 2026 Festival Committee

*Items in green = done*

## **Aug. 2025 (at conclusion of 2025 event)**

Determine dates for 2026 festival

Reserve Bowers for 2026 festival

## **September, 2025**

Board of Directors to develop a list of potential headliner bands

Secretary to send inquiries to all bands on above list

Designate and announce procedures and deadlines for all other applicant bands

## **October/November, 2025**

Sign headliners by Oct. 31

Notify Audio Production Co. and negotiate contract

Open application window for Regional and Local Bands

Recruit new members-at-large for the Band Selection Committee

Submit Reno Arts and Culture Grant Application for Spring Event

Set date for Annual Meeting

Write thank-you letters to all donors and legislators

Write final grant report

## **December, 2025**

NAC Grant opens – convene grant writing team

Continue outreach to membership for committee members and festival volunteers

Create Google forms and distribute links to membership to solicit band suggestions and to make nominations for Board positions.

Recruit new members-at-large for the Band Selection Committee

End of calendar year actions to recruit members and volunteers:

- Party?
- Publish date of Annual Meeting
- Publish election instructions/criteria for nominations

## **January, 2026**

Online Early Bird Festival Passes go on sale

Prepare agenda and Festival Report for Annual Meeting

Reserve hotel rooms for out-of-town performers

Reserve all rentals – Starsound (stage); United Rentals, Camelot, Sani Hut, Golf Cart

Continue recruiting volunteers

Annual Meeting Prep

## **February, 2026**

NAC Grant deadline

Annual Meeting

## **March, 2026**

RSCVA Marketing Grant deadline

Set up Online Volunteer Portal

Confirm all rental quotes and contract services

Issue contracts to Regional Bands

Design tickets, fliers, program, T-shirts

Contact donors: businesses/individuals, monetary/in-kind donations, raffle prizes

**April, 2026**

Select emcees, stage managers, national anthem singers, color guard  
Solicit food and craft vendors  
Designate Festival Team Leaders & duty lists  
Finalize local bands  
Finalize changes in artists' lodging

**May, 2026**

Finalize vendor agreements, insurance & permits

**June, 2026**

Payment and paperwork for CBA Booth due  
Final Festival Schedule released to public  
Send out press release/PSA to newspapers, radio stations, email lists  
Print programs & surveys  
Reserve Billboard Space for 30 days leading up to Festival

**July, 2026**

Organize volunteer teams  
Finalize permits: Fire, health  
Print tickets, fliers, T-shirts

**August, 2026**

Purchase water, raffle tickets, green room snacks  
Volunteer Orientation Meeting

**Wednesday Before Festival**

Pick up Blue Dot Water at 1296 E. Plumb. Ste. G 775-870-9727  
Blue Dot is closed from Aug. 22-26

**Thursday Before Festival, Aug 21**

Haul tents and supplies to Bowers upper lot from storage

**Friday, Aug 21, 2026**

7am – 3:30pm – Bowers Set Up

**Saturday, Aug 22**

7am - gates open to vendors to set up booths and food trucks  
9am - Gates open to public  
10am to 6:00pm - performances  
6:30pm -Day concludes

**Sunday, Aug. 23**

11am – Gates open  
11:30am to 4pm Performances  
4:30pm – Festival concludes  
4pm to 7pm – Tear Down

**Monday, Aug. 24, 2026 -Return rentals**