

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: Touch A Truck
Event Date(s) June 18th
Event Location Cortland Community Park
Event Duration 3 hrs
Date of Board approval _____
Point of Contact Dan Carson Phone No. 630-452 6775

Purpose and outcome:

Community Event

Type of vendors anticipated? Trucks, Tacos, Monster Shack
Food Vendors

Number of volunteers needed and assignments anticipated?

~~100~~ 5-10

Public Works level of involvement? Dates/times work for the department? ☒ Y / N

Minor Set up

Police Department level of involvement? Dates/times work for the department? Y / N

Presence

Special needs to be considered.

None