

PRELIMINARY EVENT CHECKLIST  
GENERAL INFORMATION GATHERING

Event Name: Cortland Summer fest  
Event Date(s) Aug 5, 6  
Event Location Cortland Community Park  
Event Duration FRI 5-11 SAT 11-11  
Date of Board approval \_\_\_\_\_  
Point of Contact Doug Corson Phone No. 630 452-6725

Purpose and outcome:

Community Event.

Type of vendors anticipated? Food / BAND

Number of volunteers needed and assignments anticipated?

Approx 30-50 volunteers

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

Setup

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

Additional Support on Event Days

Special needs to be considered.

Liquor license for Town