

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: Touch-A-Truck
Event Date(s): June 17th 2023
Event Location: Cortland Community Park Parking Lot
Event Duration: 12 pm - 3:30 pm
Date of Board approval: _____
Point of Contact: Selma Saenz Phone No. 815-995-7168

Purpose and outcome:

For Community Children to see trucks
up close and personal

Type of vendors anticipated?

Working Vehicles

Number of volunteers needed and assignments anticipated?

All Volunteers are Cortland Lions Club members
(4-6)

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

3 trucks -

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

1 Squad Car

Special needs to be considered.