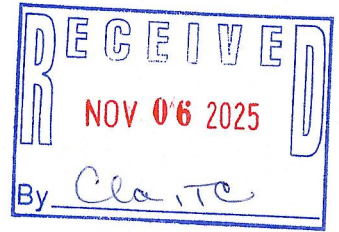


PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING



Event Name: Honey Ave Market
Event Date(s): Sunday Sept 13th 2026 10-2pm
Event Location: Coastal Community Park
Event Duration: 8-5pm (set up) event 10-2pm
Date of Board approval: _____
Point of Contact: Caitlin Welch Phone No. 815 321 3198

Purpose and outcome:

small business community market.
Build, network, eat, purchase from each other.
All different vendors.

Type of vendors anticipated?

food, coffee, artwork, clothing + more

Number of volunteers needed and assignments anticipated?

No

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

traffic cones / garbage cans

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

police presence (roaming) 10-2pm

Special needs to be considered.

bathroom access (pop up tents)