

PRELIMINARY EVENT CHECKLIST  
GENERAL INFORMATION GATHERING

Event Name: Cortland Garage Sales. Craft and Vendor Show

Event Date(s) May 12<sup>th</sup> & 13<sup>th</sup> 2023

Event Location Town Wide. Lions Club

Event Duration May 12<sup>th</sup> 8am-5pm. May 13<sup>th</sup> 8am-5pm

Date of Board approval \_\_\_\_\_

Point of Contact:

Garage sales: Robin Hansen Phone No. 815-751-0232

Craft and vendor show: Steven Irmen Phone No. 847-347-9929

Purpose and outcome:

Selling and recycling goods within our community.

Type of vendors anticipated?

Personal garage sales.

Craft and Vendor.

Food.

Number of volunteers needed and assignments anticipated?

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

Restrooms

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

More patrol

Special needs to be considered.