

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING



Event Name: End of Summer Reading Bash - Foam Party
Event Date(s) August 4th 2026
Event Location Cortland Community Park
Event Duration 3:30-6:30pm

Date of Board approval _____

Point of Contact Amanda Johnson Phone No. 815-756-7274
Heather Black

Purpose and outcome:
Celebrate and reward participants who successfully completed the Summer Reading Program.

Type of vendors anticipated?

Not currently

Number of volunteers needed and assignments anticipated?

None, Library will staff it

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

Turon Well water pump

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

Special needs to be considered.
/