

PRELIMINARY EVENT CHECKLIST

GENERAL INFORMATION GATHERING

Event Name: Cortland Library 40th Anniversary
Event Date(s) Saturday, June 29, 2024
Event Location 705. Llanos St. - Cortland Comm. Park
Event Duration 10:00 (includes setup & cleanup)
Date of Board approval _____
Point of Contact Heather Black Phone No. 815.739.7739

Purpose and outcome:

To have a public celebration with games, music & activities in honor of the Cortland Library.

Type of vendors anticipated? possible food vendors

Number of volunteers needed and assignments anticipated? staff will work the event.

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

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

Special needs to be considered.