

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: CRAFT AND VENDOR FAIR (sponsored by Cortland Lions Club #524)
Event Date(s) May 17 &18, 2024
Event Location Lions Den and Cortland Community Park.
Event Duration 7:00 a.m. - 7:00 p.m. both days
Date of Board approval _____
Point of Contact Dan Black Phone No. (815) 751-5045

Purpose and outcome:

Each year the Cortland Lions Club has held a Craft & Vendor show in conjunction with the townwide garage sales. We anticipate having vendor booths both inside the Lions Den as well as in Cortland Community Park surrounding the Lions Den.

Type of vendors anticipated?

Local vendors of craft and household products.

Number of volunteers needed and assignments anticipated?

All volunteers for management of the event will be provided by the Cortland Lions Club.

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

No special preparations or follow up are needed by the public works department.

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

We do not anticipate any necessity for police presence. We always encourage the Cortland Police Department to make a presence if available.

Special needs to be considered.

None required

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: EASTER EGG HUNT (sponsored by Cortland Lions Club #524)
Event Date(s) March 29, 2024
Event Location Lions Den and Cortland Community Park.
Event Duration 3:00 p.m. - 9:00 p.m.
Date of Board approval _____
Point of Contact Dan Black Phone No. (815) 751-5045

Purpose and outcome:

Each year the Cortland Lions Club holds an Easter Egg hunt for the children in Cortland. Easter eggs will be spread throughout the park for different age groups.

Type of vendors anticipated?

No outside vendors. The Lions Club will have food, drinks and novelty items available.

Number of volunteers needed and assignments anticipated?

All volunteers for management of the event will be provided by the Cortland Lions Club.

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

No special preparations or follow up are needed by the public works department.

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

We do not anticipate any necessity for police presence. We always encourage the Cortland Police Department to make a presence if available.

Special needs to be considered.

None required

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: Annual Town Parade (sponsored by Cortland Lions Club #524)
Event Date(s) October 13, 2024
Event Location Throughout Town and Cortland Community Park.
Event Duration 10:00 a.m. – 4:00 p.m.
Date of Board approval _____
Point of Contact Dan Black Phone No. (815) 751-5045

Purpose and outcome:

Annual Parade

Type of vendors anticipated?

Various local organizations and companies with performances, floats, cars, etc.
The Cortland Lions Club will provide a meal for all participants.

Number of volunteers needed and assignments anticipated?

This is one of our largest and busiest events. While the Lions work to make sure all required positions are filled, we encourage the town board and administration to volunteer during the event.

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

We will work with Public works as we have in the past. Areas to coordinate include road closures and barricades along route. If any arrangements required with the railroad company.

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

Police are encouraged to participate in the parade. Police presence will also be needed at key intersections throughout the parade route. We also request that the Police Department coordinate with the DeKalb County Sheriff's Auxiliary for assistance as well.

Special needs to be considered.

The parade and festival committee will coordinate any needs with Town Hall or town Departments as they arise.

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: SOCK HOP / CAR SHOW (sponsored by Cortland Lions Club #524)
Event Date(s) September 14, 2024
Event Location Lions Den and Cortland Community Park.
Event Duration 9:00 a.m. - 12:00 midnight
Date of Board approval _____
Point of Contact Dan Black Phone No. (815) 751-5045

Purpose and outcome:

We will be bringing back our Sock Hop in 2024. We plan on partnering with the Lions of Illinois Foundation to host their annual Roar-In' Charity Car Show alongside the event. The car show will be primarily in the baseball field at the park, and the dance in the Lions Den and the park area directly to the east of the den.

Type of vendors anticipated?

The Lions will have food and drink available as well as novelty items.

Number of volunteers needed and assignments anticipated?

All volunteers for management of the event will be provided by the Cortland Lions Club.

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

Supplemental power supply may be required from the town.
The Lions Club will coordinate with public works if necessary.

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

We do not anticipate any necessity for police presence. We always encourage the Cortland Police Department to make a presence if available.

Special needs to be considered.

None required

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: SummerFest (sponsored by Cortland Lions Club #524)
Event Date(s) August 9 & 10, 2024
Event Location Lions Den and Cortland Community Park.
Event Duration 4:00 p.m. – 12:00 a.m. Friday, 12:00 noon – 12:00 a.m. Saturday 8/10
Date of Board approval _____
Point of Contact Dan Black Phone No. (815) 751-5045

Purpose and outcome:

Annual festival in town. Live music, food vendors, craft vendors, games, etc.

Type of vendors anticipated?

Food, novelties, crafts, etc. Details to follow.

Number of volunteers needed and assignments anticipated?

This is our largest and busiest event. While the Lions work to make sure all required positions are filled, we encourage the town board and administration to volunteer during the event.

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

We will work with Public works as we have in the past. Areas to coordinate include parking, lighting, power supply, portable restrooms, etc.

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

Police presence is requested for the duration of the event as determined by the Chief of Police. We also request that the Police Department coordinate with the DeKalb County Sheriff's Auxiliary for assistance as well.

Special needs to be considered.

The parade and festival committee will coordinate any needs with Town Hall or town Departments as they arise.

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: TOUCH-A- TRUCK (sponsored by Cortland Lions Club #524)
Event Date(s) June 15, 2024
Event Location Lions Den and Cortland Community Park.
Event Duration 10:00 a.m. - 5:00 p.m.
Date of Board approval _____
Point of Contact Dan Black Phone No. (815) 751-5045

Purpose and outcome:

Touch-a-truck event held for local youth. Trucks and machinery will be on display for children to explore and experience.

Type of vendors anticipated?

Vehicles to be provided by local agencies (fire, police, public works) as well as local businesses (garbage trucks, buses, excavators, cranes, etc.)

Number of volunteers needed and assignments anticipated?

All volunteers for management of the event will be provided by the Cortland Lions Club.

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

Public works is encouraged to participate with any vehicles or equipment they may have available. No special preparations should be required by the public works department.

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

We do not anticipate any necessity for police presence. If available, the Police Department is encouraged to bring a vehicle to show in the event.

We always encourage the Cortland Police Department to make a presence at events if available.

Special needs to be considered.

None required

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: TRUNK-or-TREAT (sponsored by Cortland Lions Club #524)
Event Date(s) October 19, 2024
Event Location Lions Den and Cortland Community Park.
Event Duration 10:00 a.m. - 7:00 p.m.
Date of Board approval _____
Point of Contact Dan Black Phone No. (815) 751-5045

Purpose and outcome:

Annual event held in conjunction with the Mayor's office.
Residents and local businesses decorate their vehicles and provide treats for the children of the community

Type of vendors anticipated?

Residents and local businesses decorate their vehicles and provide treats for the children of the community

Number of volunteers needed and assignments anticipated?

All volunteers for management of the event will be provided by the Cortland Lions Club.

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

No special preparations should be required by the public works department.

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

We do not anticipate any necessity for police presence.
We always encourage the Cortland Police Department to make a presence at events if available.

Special needs to be considered.

None required