

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: Cortland Annual Parade
Event Date(s): Sunday October 8th 2023
Event Location: Staging - Lowes Road Ending - Cortland Park
Event Duration: 3 hours
Date of Board approval: _____
Point of Contact: Heather Black Phone No. 815 739-7739
Purpose and outcome:

Type of vendors anticipated? No Vendors

Number of volunteers needed and assignments anticipated? 10

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

Same as last year. Road closures / no parking signs

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

Traffic Control.
Same As last year.

Special needs to be considered.

Roads will be closed for the parade route.
(Attached)