

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: TOUCH-A- TRUCK (sponsored by Cortland Lions Club #524)
Event Date(s) June 14, 2025
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