

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: TRUNK-or-TREAT (sponsored by Cortland Lions Club #524)
Event Date(s) Saturday, October 18, 2025
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