

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: Annual Town Parade (sponsored by Cortland Lions Club #524)
Event Date(s) October 12, 2025
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 as well as assistance with 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.