

PRELIMINARY EVENT CHECKLIST  
GENERAL INFORMATION GATHERING

Event Name: SummerFest (sponsored by Cortland Lions Club #524)  
Event Date(s) Friday, August 8<sup>th</sup> & Saturday, August 9<sup>th</sup>, 2025  
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  
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.

\*NOTE – Set-up at the park will occur Monday, August 4<sup>th</sup> thru Thursday, August 7<sup>th</sup>.

**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.