

PRELIMINARY EVENT CHECKLIST  
GENERAL INFORMATION GATHERING

Event Name: CRAFT AND VENDOR FAIR (sponsored by Cortland Lions Club #524)  
Event Date(s) Friday May 2<sup>nd</sup> - Sunday May 4<sup>th</sup>, 2025 (Set-up to be on Thursday. May 1<sup>st</sup>)  
Event Location Lions Den and Cortland Community Park.  
Event Duration 7:00 a.m. - 6:00 p.m. each day  
Date of Board approval \_\_\_\_\_  
Point of Contact Dan Black Phone No. (815) 751-5045

**Purpose and outcome:**

Each year the Cortland Lions Club has held a Craft & Vendor show in conjunction with the townwide garage sales. We anticipate having vendor booths both inside the Lions Den as well as in Cortland Community Park surrounding the Lions Den.

**Type of vendors anticipated?**

Local vendors of craft and household products.

**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 or follow up are needed 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 if available.

**Special needs to be considered.**

None required