

PRELIMINARY EVENT CHECKLIST
GENERAL INFORMATION GATHERING

Event Name: EASTER EGG HUNT (sponsored by Cortland Lions Club #524)
Event Date(s) Friday, April 18, 2025
Event Location Lions Den and Cortland Community Park.
Event Duration 3:00 p.m. - 9:00 p.m.
Date of Board approval _____
Point of Contact Dan Black Phone No. (815) 751-5045

Purpose and outcome:

Each year the Cortland Lions Club holds an Easter Egg hunt for the children in Cortland. Easter eggs will be spread throughout the park for different age groups.

Type of vendors anticipated?

No outside vendors. The Lions Club will have food, drinks and novelty items available.

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