

Village Event Operations Checklist

(Example: Music in the Park)

1. Pre-Event Planning (60–90 Days Before)

Administration

- Confirm event date with Village calendar
- Confirm park availability and any scheduling conflicts
- Establish event budget
- Identify potential performers or vendors
- Verify funding source or sponsorships
- Confirm insurance requirements if applicable
- Coordinate with DPW regarding park use and equipment needs
- Notify Police or Fire Department if required

Parks & Recreation Committee / Event Chair

- Recommend performers or entertainment options
 - Assist with community outreach ideas
 - Identify possible volunteers
 - Provide input on event schedule or activities
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2. Vendor and Entertainment Coordination (30–60 Days Before)

Administration

- Confirm performer selection
- Execute performer contract if required
- Confirm payment amount and budget line
- Verify vendor insurance (if required)
- Confirm stage, sound, or electrical needs
- Arrange portable restrooms if necessary
- Arrange trash containers or recycling
- Confirm equipment rentals (tables, tents, stage)

Event Chair / Volunteers

- Assist with event promotion
 - Distribute flyers or community announcements
 - Recruit volunteers for event day
 - Coordinate simple activities if part of event
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3. Event Promotion (2–4 Weeks Before)

Administration

- Post event on Village website
- Post event on Village social media
- Issue public notices if needed
- Confirm signage for event location

Event Chair / Volunteers

- Share event information within community groups
 - Assist with local promotion
 - Encourage attendance
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4. Final Event Preparation (1 Week Before)

Administration

- Confirm performer arrival time
- Confirm vendor setup times
- Confirm electrical access and equipment
- Confirm DPW setup schedule
- Confirm restroom access
- Confirm trash removal plan
- Confirm weather contingency plan

Event Chair / Volunteers

- Confirm volunteer schedule
 - Assign volunteers to tasks such as:
 - greeting attendees
 - assisting vendors
 - directing parking (if needed)
 - monitoring trash areas
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5. Event Day Setup

Administration / DPW

- Stage setup if required
- Electrical access verified
- Tables and chairs placed
- Trash containers placed
- Restrooms open or delivered
- Signage posted
- Safety inspection of park area

Event Chair / Volunteers

- Volunteer check-in
 - Direct vendors or performers to setup areas
 - Help greet attendees
 - Assist with general event coordination
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6. During the Event

Administration

- Ensure event runs according to schedule
- Address vendor or performer issues
- Monitor safety concerns
- Coordinate with police or emergency services if needed

Event Chair / Volunteers

- Assist attendees with general questions
 - Monitor trash areas and park cleanliness
 - Help maintain event flow
 - Notify staff if issues arise
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7. Event Close-Down

Administration / DPW

- Ensure vendors remove equipment
- Confirm park cleanup
- Remove signage
- Secure park facilities
- Verify equipment returned

Event Chair / Volunteers

- Assist with basic cleanup
 - Help remove event materials
 - Thank volunteers and participants
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8. Post-Event Follow-Up

Administration

- Process performer or vendor payments
- Document event expenses
- Record attendance estimates
- Review any incidents or issues

Parks & Recreation Committee

- Discuss event feedback at next meeting
- Recommend improvements for future events