

## Family Fun Day Check List- 2015

| Parade   | Contacted | Confirmed      | Assigned     |
|--|-----------|----------------|--------------|
| Parade Permit  | Done      | Done           | Frank        |
| CE Fire Chief to notify Other FD   |           |                | Frank        |
| Costumed Characters  | See below |                |              |
| Oakie  | Done      | Not Available  | Frank        |
| Red Claws Crusher  | Done      | Done           | Frank        |
| Salty Pete   | Done      |                | Frank        |
| Slugger  | Done      |                | Frank        |
| Bean Bootmobile  | Done      | Not available. | Frank        |
| Otto the Moose   | Done      | Done           | Karen        |
| Marching Bands   | Done      | Done           | Frank        |
| Scout Color Guard  |           |                | Frank        |
| Other Floats, Tractors, Etc  |           |                |              |
| Jim Dandy Unicyclists  | Done      | Done           | Karen        |
| Parade Trophies and Ribbons  |           |                | Frank        |
| USCG   | Done      |                | Frank        |
| Antique Cars   |           |                | All          |
| CELL   |           |                |              |
| Parade Rules Distributed to CELL plus others.                                |           |                | Frank/Rich   |
| Parade Marshal selected + ride   |           |                | We will pick |
| Publicize parade and theme: courier, school website, Cape Business Alliance. |           |                | Karen        |
|  |           |                |              |
|  |           |                |              |

|  |      |      |                               |
|--|------|------|-------------------------------|
| Opening Events of the Day                            |      |      |                               |
| Opening Remarks                                      |      |      |                               |
| Star Spangled Banner singer                          |      |      | Karen                         |
| Marching Band Play                                   | Done | Done | Frank                         |
|  |      |      |                               |
|  |      |      |                               |
|  |      |      |                               |
| <b>General</b>                                       |      |      |                               |
| Park Permissions                                     | Done | Done | Frank                         |
| Porta-Potties – Bob Malley, PWD                      |      |      | Frank                         |
| Parking– Bob Malley, PWD                             |      |      | Frank                         |
| Event Schedule                                       | Done | Done | Frank                         |
| Weather Call (What Day?)                             |      |      |                               |
| Participant layout map                               |      |      | To be done at 5/19/15 meeting |
|  |      |      |                               |
|  |      |      |                               |
| <b>Publicity</b>                                     |      |      |                               |
| Newspaper Articles<br>(Courier, Current, Forecaster) |      |      | Karen                         |
| Town Website   |      |      | ?                             |
| Transfer Station Marquee                             |      |      | Rose                          |
| Street Signs – Bob Malley, PWD                       |      |      | Lauren will touch up          |
| School Annncmt/Flyers                                |      |      | Karen and Sandra              |
| Courier Ad   |      |      | Karen                         |
|  |      |      |                               |
|  |      |      |                               |
| <b>Games</b>   |      |      |                               |
| Kid Events (4Sq, Water Balloon Toss, etc)            |      |      |                               |

|   |            |      |            |
|---|------------|------|------------|
| Games   |            |      |            |
| 4 Man Bungee                                    | Done       | Done | Frank      |
| Climbing Wall                                   | Done       | Done | Frank      |
| Hot Air Balloon / ReMax 9-11 AM                 |            |      | Steve      |
| Moonbounce                                      |            |      |            |
| Obstacle Inflatable (1)                         |            |      |            |
| Inflatable (2)                                  |            |      | not needed |
| Face Painting                                   | Done       | Done | Frank      |
| Petting Zoo                                     | Done       | Done | Frank      |
| Party Palooga (Balloon animals)                 | Done       | Done | Frank      |
| <b>Entertainment</b>                            |            |      |            |
| Music System                                    | Done       | Done | Frank      |
| Stage and Canopy                                | in process |      | Frank      |
| Plywood Stage                                   | ?          |      | not needed |
| Boy Scout Tent                                  | ?          |      | not needed |
| Don Campbell                                    | Done       | Done | Jean       |
| Others  | ?          |      | No         |
| Bands Nate Perry/Steel Drum                     | ?          |      | No         |
| Gymnasts  | ?          |      | No         |
| Mad Science                                     | Done       | Done | Karen      |
|   |            |      |            |
|   |            |      |            |
| <b>Vendors</b>                                  |            |      |            |
| Email previous and new vendors to see if coming | Done       | Some | Rich       |
| Contracts Out                                   |            |      | Rich       |
| <b>Artisans</b>                                 |            |      |            |

|                        |      |      |        |
|------------------------|------|------|--------|
| Contracts Out          |      |      | Rose   |
| <b>Dog Show</b>        |      |      |        |
| Flyers / Publicity     |      |      | Karen  |
| Prizes                 |      |      |        |
| <b>Fun Run</b>         |      |      |        |
| Staffing               |      |      |        |
| Course                 |      |      |        |
| Foam Machine           |      |      |        |
|                        |      |      |        |
| <b>Evening Events</b>  |      |      |        |
| Food Vendors           |      |      |        |
| Casco Bay Concert Band | Done | Done | Jean   |
| CEHS Alumni Band       |      |      | Cancel |
|                        |      |      |        |
|                        |      |      |        |
| <b>Fireworks</b>       |      |      |        |

