

Family Fun Day Check List- 2016

Parade	Contacted	Confirmed	Assigned
Parade Permit	Done	Done	Frank
Public Safety and Public Works			Frank
Costumed Characters/Changing Place	See below		
Oakie			Frank
Salty Pete			Frank
Red Claws Crusher	Done		Frank
Slugger	Done		Deena
Bean Bootmobile	Done		Frank
Otto the Moose			Karen
Marching Bands	Done	Done	Jean
Scout Color Guard			Frank
Other Floats, Tractors, Etc.			
Portland Fire Co Truck	Done	Done	Frank
Band on Fire Truck	Done	Done	Jean
Wackets	Done	Done	Jean
Recycle Drill Team	Done		Karen
Parade Trophies and Ribbons			Frank
USCG	Done		Frank
Antique Cars			All
CELL			
Parade Rules Distributed to CELL plus others.			
Parade Marshal selected + ride			

Maine Radio: Walkies: Rick Barker	Done	Done	Frank
Opening Events of the Day			
Opening Remarks			
Star Spangled Banner singer			
Marching Band Play	Done	Done	Jean
Emcee	Done	?	Deena
General			
Park Permissions	Done	Done	Frank
Porta-Potties – Bob Malley, PWD			Frank
Parking– Bob Malley, PWD			Frank
Event Schedule	Draft		
Weather Call (What Day?)			
Move Equipment Shed? Bob Malley	Done		Frank
Picnic Tables moved to field	Done	Where to put	Frank
Participant layout map			Steve/Frank
Send out map to participants			
Layout field with marking paint Friday afternoon			Steve/Frank
Mark vehicle path to stage behind Lions Games, no parking signs. Friday PM or Saturday AM early.			Steve/Frank
Mark out Dog Show ring with stakes and rope.			
Stage Set Up: Saturday AM (6:15)			Frank
Tell Park where to locate picnic tables			
Bob Malley: Marking paint for field layout,	Done		Frank

wooden stakes, caution tape, no parking signs to layout vehicle path to stage, bull horn for dog show, Lights for exiting after fireworks, vehicle path for exiting parade vehicles,			
Signage for the Day/Schedule and Directional signs.			
Publicity			
Newspaper Articles (Courier, Current, Forecaster)	Done		
Schedule of Events	Done		
Town Website			
Transfer Station Marquee	Done	Done	Rose
Street Signs – Bob Malley, PWD			
School Annncmt/Flyers			
Courier, Current and Forecaster Ads			
Games			
Kids Games ?			
Lions Club	Done	Done	Deena
Lions Train Ride	Done	Done	Done
Community Services	Done		Frank
250 th Committee			
Lobster Toss			
Lions Games	Done	Done	Deena

Activities			
4 Man Bungee/Summit Adventures	Done	Done	Frank
Climbing Wall/Evo	Done	Done	Frank
Moonbounce /Cape Biz Alliance	Done	Done	Frank
Obstacle Inflatable (1)Courier and CEHS Group.	Done	Done	Karen
Face Painting/CEHS Volunteers Need to relocate	Done	Done	Frank
Petting Zoo	Done	Done	Done
Hot Air Balloon / ReMax 9-11 AM	Done	Done	Frank
Party Palooga (Balloon animals)	Done	Done	Frank
Fishing Hole	Done	Done	Frank
Entertainment			
Music System (Headlight AV)	Done	Done	Deena
Have musicians contact sound co.			
Stage and Canopy	Done	Done	Frank
Don Campbell	Done	Done	Jean
Sea Grass	Done	Done	Deena
Mad Science	No	?	Karen
EVENTS			
CEFD Demonstration	Done	Done	Steve
Fun Run/Foam	No		Karen
Water Balloon Toss/Balloon supplier	Done	Done	Steve

Lobstah Roll/Recycling Committee	No		Karen
Dog Show: stake out a ring, ribbons, registration book and table for email addresses, photos with large ribbon. Rope and stakes.			Steve
Vendors			
Email previous and new vendors to see if coming	Done		Rich/Frank
Contracts Rules and Regs Out	Done		Rich/Frank
Tag Sale? NO			
Others: See Vendor List			
Artisans			
Contracts Out			Rose
Evening Events			
Food Vendors	Done	List?	Jean
Casco Bay Concert Band	Done	Done	Jean
Hula Hoop Lady	no		
Fireworks			
Permissions	Done	Done	Frank
Central Maine Pyrotechnics	Done	Done	Frank

