

## Family Fun Day Check List- 2017

Parade	Contacted	Confirmed	Assigned
Parade Permit	Done	Done	Frank
Public Safety and Public Works			Frank
Costumed Characters/Changing Place	See below		
Oakie	NO		Frank
Salty Pete	NO		Frank
Red Claws Crusher	Done		Frank
Slugger	Done		Deena
Bean Bootmobile	Done	NO	Frank
Otto the Moose	Done	Done	Frank
Marching Bands	Done	Done	Jean
Scout Color Guard	Done	Done	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	Done	Done	Frank
USCG	Done	?	Frank
Antique Cars			All
CELL	Done	Done	
Parade Rules Distributed to CELL plus others.	Done	Done	
Parade Marshal selected + ride	NO	NO	

Maine Radio: Walkies: Rick Barker	Done	Done	Frank
Opening Events of the Day			
Opening Remarks			
Star Spangled Banner singer			Rose
Marching Band Play	Done	Done	Jean
Emcee	Done	?	Deena
<b>General</b>			
Park Permissions	Done	Done	Frank
Porta-Potties – Bob Malley, PWD			Frank
Parking– Bob Malley, PWD			Frank
Event Schedule	Done	Done	
Weather Call (What Day?)			
Move Equipment Shed? Bob Malley	Done	Done	Frank
Picnic Tables moved to field	Done	Where to put	Frank
Participant layout map	Done	Done	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, wooden stakes, caution tape, no parking signs	Done	Done	Frank

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.			
<b>Publicity</b>			
Newspaper Articles (Courier, Current, Forecaster)	Done	Done	
Schedule of Events	Done	Done	
Town Website	Done	Done	
Transfer Station Marquee	Done	Done	Rose
Street Signs – Bob Malley, PWD	Done	Done	
School Annncmt/Flyers			
Courier, Current and Forecaster Ads	Done		
<b>Games</b>			
Kids Games ?	?	?	
Lions Club	Done	Done	Deena
Lions Train Ride	Done	Done	Done
Community Services	Done	?	Frank
250 <sup>th</sup> Committee	NO		
Lobster Toss	NO		
Lions Games	Done	Done	Deena
<b>Activities</b>			

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
<b>Entertainment</b>			
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
<b>EVENTS</b>			
CEFD Demonstration	Done	Done	Steve
Fun Run/Foam	No	NO	Karen
Water Balloon Toss/Balloon supplier	Done	Done	Steve
Lobstah Roll/Recycling Committee	No	NO	Karen
Dog Show: stake out a ring, ribbons, registration book and table for email			Steve

addresses, photos with large ribbon. Rope and stakes.			
<b>Vendors</b>			
Email previous and new vendors to see if coming	Done	Done	Rich/Frank
Contracts Rules and Regs Out	Done	Done	Rich/Frank
Tag Sale? NO			
Others: See Vendor List			
<b>Artisans</b>			
Contracts Out	Done		Rose
<b>Evening Events</b>			
Food Vendors	Done	List?	Jean
Casco Bay Concert Band	Done	Done	Jean
Hula Hoop Lady	no		
<b>Fireworks</b>			
Permissions	Done	Done	Frank
Central Maine Pyrotechnics	Done	Done	Frank
Fireworks Security	Done	Done	Frank

