

## Family Fun Day Check List- 2017

Parade	Contacted	Confirmed	Assigned
Parade Permit	Done	Done	Frank
Public Safety and Public Works	TBD		Frank
Costumed Characters/Changing Place/ contact fire chief	TBD		Frank
<del>Oakie</del>			Frank
Slugger	TBD	?	Deena
Red Claws Crusher	Done	Done	Frank
<del>Bean-Bootmobile</del>	no	NO	Frank
Otto the Moose	TBD		Steve
Marching Bands	Done	Done	Jean
Scout Color Guard	TBD	?	Frank
Other Floats, Tractors, Etc.			Anyone
Portland Fire Co Truck	Done	Done	Frank
Band on Fire Truck	Done	?	Jean
Wackets (Liz Huebner)	TBD		Jean/Frank
<del>Recycle Drill Team</del>			
Parade Trophies and Ribbons	TBD	?	Frank
USCG	TBD		Frank
Antique Cars	TBD		All
CELL	TBD	?	Frank
Parade Rules Distributed to CELL plus others.	TBD	?	Frank

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

tables			
Bob Malley: Marking paint for field layout, 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,	TBD		Frank
Signage for the Day/Schedule and Directional signs.	TBD		
<b>Publicity</b>			
Newspaper Articles (Courier, Current, Forecaster)	TBD		Frank/ Deb
Schedule of Events in Paper	TBD		Frank/ Deb
Town Website	TBD		Frank/Deb
Transfer Station Marquee	TBD		Rose
Street Signs – Bob Malley, PWD	TBD		Frank
School Annncmt/Flyers	TBD		Deb
Courier, Current and Forecaster Ads	TBD		Frank/Deb
<b>Games</b>			
Kids Games ?	Done	Done	Steve
Lions Club	Done	Done	Deena
Lions Train Ride	Done	Done	Done
Community Services	TBD		Frank
Lobster Toss (Fisherman’s Alliance?)	TBD		Frank/Steve
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 Contact Chris Newell	TBD		Frank
Petting Zoo	Done	Done	Frank
Hot Air Balloon / ReMax 9-11 AM	TBD		Frank
Party Palooga (Balloon animals)	TBD		Frank
Fishing Hole	TBD		Frank
<b>Entertainment</b>			
Music System (Headlight AV)	TBD		Deena
Have musicians contact sound co.	TBD		Frank
Stage and Canopy	Done	Done	Frank
Don Campbell	Done	Done	Jean
Sea Grass			Deena
Mad Science	Done	Done	Rose
High School Music groups	Done	No	Steve
<b>EVENTS</b>			
CEFD Demonstration	?		Steve
Water Balloon Toss/Balloon supplier	Done	Done	Steve
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	Frank
Contracts Rules and Regs Out	TBD		Frank
<del>Tag Sale? NO</del>			
Others: See Vendor List			
<b>Artisans</b>			
Contracts Out			Rose
<b>Evening Events</b>			
Food Vendors	TBD		Jean
Casco Bay Concert Band	Done	?	Jean
<del>Hula Hoop Lady</del>	no		
<b>Fireworks</b>			
Permissions	Done	Done	Frank
Central Maine Pyrotechnics	Done	Done	Frank
Fireworks Security	TBD		Frank

