

Family Fun Day Check List- 2017

| Parade | Contacted | Confirmed | Assigned |
|--|-----------|---------------|------------|
| Parade Permit | Done | Done | Frank |
| Public Safety and Public Works | Done | | Frank |
| Costumed Characters/Changing Place/ contact fire chief | Done | Done | Frank |
| Oakie | | | Frank |
| Slugger | Yes | Not this year | Deena |
| Red Claws Crusher | Done | Yes | Frank |
| | | | |
| Bean-Bootmobile | no | NO | Frank |
| Otto the Moose | No | No | Steve |
| Marching Bands/ if possible | Done | yes | Jean |
| Scout Color Guard | Done | Yes | Frank |
| Other Floats, Tractors, Etc. | Done | yes | Anyone |
| Portland Fire Co Truck/COI ? | Done | Yes | Frank |
| Band on Fire Truck | Done | Yes | Jean |
| Wackets (Liz Huebner) | TBD | | Jean/Frank |
| Recycle Drill Team | | | |
| Parade Trophies and Ribbons | Done | yes | Frank |
| USCG | TBD | | Frank |
| Antique Cars | TBD | | All |
| CELL | Done | Yes | Frank |
| Parade Rules Distributed to CELL plus others. | Done | yes | 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 | yes | Rose |
| Marching Band Play | Done | Done | Jean |
| Emcee (Kyle) | Done | Done | Deena |
| General | | | |
| Park Permissions | Done | Done | Frank |
| Porta-Potties – Bob Malley, PWD | Done | yes | Frank |
| Parking– Bob Malley, PWD | Done | yes | Frank |
| Event Schedule | Done | Done | All |
| Weather Call (What Day?) | | | |
| Move Equipment Shed? Bob Malley | TBD | | Frank |
| Picnic Tables moved to field | Done | On Friday | 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) | Done | Email vendor | Frank |
| Tell Park where to locate picnic | TBD | On FRiday | 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. | Done TBD | Signs on road In park signs | Rose Frank |
| Publicity | | | |
| Newspaper Articles (Courier, Current, Forecaster) | In courier already Forecaster | Done Done | Frank/ Deb |
| Schedule of Events in Paper | Done | Done | Frank/ Deb |
| Town Website | TBD | | Frank/Deb |
| Transfer Station Marquee | Done | Done | Rose |
| Street Signs – Bob Malley, PWD | Done | Done | Rose |
| School Annncmt/Flyers | TBD | | Deb |
| Courier, Current and Forecaster Ads | Courier already | Done | Frank/Deb |
| | | | |
| | | | |
| Games | | | |
| Kids Games ? | Done | Done | Steve |
| Lions Club | Done | Done | Deena |
| Lions Train Ride | Done | Done | Done |
| | | | |
| Community Services | No | | Frank |
| Lobster Toss (Fisherman’s Alliance?) | No | | Frank/Steve |

| | | | |
|---|-------------------|------|-----------------|
| Lions Games | Done | Done | Deena |
| Activities | | | |
| 4 man Bungee/Adventure Climbing Sponsor: FWF | Done/ Done | Done | Frank |
| 4 Man Bungee/Summit Adventures COI ? | | | |
| Climbing Wall/Evo(COI/Done)/ COI/Sponsor: Congo Church | Done Done | Done | Frank |
| Moon bounce / Sponsor Lions/scouts | Done | Done | Frank |
| | | | |
| Obstacle Course/ Sponsor Class of 2019 | Done | Done | Karen |
| Face Painting/CEHS Volunteers Contact Chris Newell | Done | Done | Frank |
| Petting Zoo / COI | Done requested | Done | Frank |
| Hot Air Balloon / ReMax 9-11 AM | TBD | | Frank |
| Party Palooga (Balloon animals) | Done | Done | Frank |
| Fishing Hole | Done | yes | Frank |
| | | | |
| Entertainment | | | |
| Music System (Headlight AV)/ | Done | yes | Deena? Frank |
| Have musicians contact sound co. | TBD | | Frank |
| Stage and Canopy | Done | Done | Frank |
| Don Campbell | Done | Done | Jean |
| Sea Grass | Done | Done | Deena |
| Mad Science | Done | Done | Rose |

| | | | |
|--|---------------|-----------------------|-------|
| High School Music groups | Done | No | Steve |
| EVENTS | | | |
| CEFD Demonstration | Not this year | | Steve |
| Water Balloon Toss/Balloon supplier | Done | Done | Steve |
| 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 | Done | Frank |
| Contracts Rules and Regs Out | Done | Done | Frank |
| Tag Sale? NO | | | |
| Others: See Vendor List | | | |
| Artisans | | | |
| Contracts Out | | | Rose |
| Evening Events | | | |
| Food Vendors | 1 Done | LA Lobster | Jean |
| Casco Bay Concert Band | Done | Yes. Need contract | Jean |
| Hula Hoop Lady | no | | |
| Fireworks | | | |
| Permissions | Done | Done | Frank |

