

## Family Fun Day Check List- 2018

Parade	Contacted	Confirmed	Assigned
Parade Permit	Done	Done	Frank
Public Safety and Public Works			Frank
Costumed Characters/Changing Place/ contact fire chief			Frank
Slugger			Deena
Red Claws Crusher	Done	Done	Frank
Crusher needs a ride for parade	Done	Done/Wet Team Boat	Anyone?
Maine Mariners Hockey??			
Bean Bootmobile	NO		Frank
Otto the Moose	?		?
Other Bands	?	?	?
Scout Color Guard	Done/AJ Dinino		Frank
Other Floats, Tractors, Etc.			Anyone
Portland Fire Co Truck/COI ?	Done	Yes	Frank
Band on Fire Truck	Done	Yes	Jean
Wackets (Liz Huebner)	?		?
Recycle Drill Team	?		?
Parade Trophies and Ribbons	Done	Done	Frank
USCG	?		?
Antique Cars	?		All
Parade Rules Distributed to CELL plus others.			Frank

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

and rope.			
Stage Set Up: Saturday AM (6:15) Confirm time			Frank
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,	Done		Frank
Signage for the Day/Schedule and Directional signs on field			
<b>Publicity</b>			
Newspaper Articles and Ads (Courier, Current, Forecaster) Ads			Karen Frank
Schedule of Events in Paper			Frank/ Deb
Town Website			
Transfer Station Marquee			Rose
School Annncmt/Flyers			
<b>Games</b>			
Kids Games ?			
Lions Club	Done	Done	Deena/Colette
Lions Train Ride	Done	Done	Done
Lions Games	Done	Done	Deena /Colette
Middle School Group Game Selected: ?	Done ?	? ?	Frank ?

<b>Activities</b>			
4 man Bungee/Adventure Climbing Sponsor: FWF COI: ?	Done/ Done	Done	Frank
Climbing Wall/Evo Sponsor: ? COI: ?	Done	Done	Frank
Moon bounce / Sponsor Lions/scouts	Done	Done	Frank
Obstacle Course/ Sponsor Class of 2019	Done	Done	Frank
Face Painting/CEHS Volunteers Contact Chris Newell	Done	Done	Frank
Petting Zoo COI: ?	Done ?	Done ?	Frank
Party Palooga (Balloon animals)	Done	Done	Frank
Fishing Hole	Done	?	Frank
<b>Entertainment</b>			
Music System (Headlight AV)/	Done	Done	Deena
Have musicians contact sound co.	TBD	TBD	Frank
Stage and Canopy	Done	Done	Frank
Don Campbell	Done	Done	Jean
Mad Science	Done	Done	Rose
Sea Grass	Done	Done	Deena

<b>EVENTS</b>			
Water Balloon Toss/Balloon supplier	?	?	?
Dog Show: stake out a ring, ribbons, registration book and table for email addresses, photos with large ribbon. Rope and stakes.	Done	Done	Karen & ?
<b>Vendors</b>			
Email previous and new vendors to see if coming	Done		Frank
Contracts Rules and Regs Out	Done		Frank
<b>Artisans</b>			
Contracts Out	Done		Rose
<b>Evening Events</b>			
Food Vendors			
Casco Bay Concert Band	Done	Done	Jean
Relocate Concert Band Power?	NA	NA	?
<b>Fireworks</b>			
Permissions	Done	Done	Frank
Central Maine Pyrotechnics/ Certificate of Insurance: need	Done/ ?	Done/ ?	Frank

