

Task	Assigned To	Start Date	Completion Date	Status	Notes
Version 2 of 2 - 13/03/2026	Compiled by: L Bosman				
Food & Drink Festival 2026 / Saturday 13th June 2026 / 11am - 5pm / Castle Park / Pitches (1, 2 & Car Park)					
Form Event Working Group	Events Committee	02/02/2026			
Apply for TENS Licence	JO				
Book Castle Park & Pitches (1, 2 & Car Park)	JO				Include: Event Management Plan, Site Plan, Risk Assessment, Insurance
Produce Event Management Plan	JO/LB				
Produce Risk Assessment	JO/LB				
Arrange Insurance	JO				
Confirm Councillors to attend event	Events Committee				
Confirm Stewards to attend event	Events Committee				
Conduct Event Site Walkthrough	Events Committee				
Produce Site Plan	HH				
Posters / Digital Poster / Flyers - obtain quote & place order	LB	13/03/2026			Hawk 17/03/26: Accepted quote.
Banners x 3 - obtain quote & place order	LB	13/03/2026			Hawk 17/03/26: Accepted quote.
Correx Boards x 15 - obtain quote & place order	LB	13/03/2026			Hawk 17/03/26: Accepted quote.
Fuzzy Bees Book Marks - Promotional items	LB				
Compère	BW				
Marquee	HH				
Entertainment	BW				
Face Painters	LB				
First Aiders	LB				
Food Vendors	HH				
Bar	HH				
Barbeque	HH				
Vegetarian / Vegan	HH				

					CMS Chelford Mobile Services Delivery: 9am on day of event Collection: 5.30pm on day of event 27/02/26: Quote requested. 02/03/26: Quote received frm Dan Leigh of Chelford Mobile Services Ltd (CMS). 09/03/26: Quote accepted.
Portable Toilets - 4 + 1 Accessible	LB	02/02/2026			
Cleaners x 2	LB	02/02/2026			CPH Cleaners
Waste Collection	JO	02/02/2026			CWAC
Crowd Barriers x 20 - Blue Arrow	JO	02/02/2026			Blue Arrow
Traffic cones - Cheshire Police/FTC	FTC	02/02/2026			FTC
PROMOTION - Event Flyers / Posters					
Publish Digital Flyer / Poster - FTC Website & Social Media	LB				
Distribute Flyers / Posters - Library, Community Centre, Post Office & local businesses	ALL				
FTC Noticeboards - Post Flyers / Posters on boards	LB				
Email Flyer / Poster to Schools	LB				

KEY

PROGRESS COLOUR CODE

NOT STARTED
STARTED
COMPLETE